

# Media Services / **video and audio** **production support / project information**

Media Services require:

1. Primary contact details for the project

2. School, faculty, department,  
directorate of the primary contact

3. Can you give us a general overview  
of the video project

4. What is the purpose of the video,  
eg promotional material, research, training, teaching  
materials? Please expand

5. Where would you like the filming to take  
place? eg Media Services TV studio, indoor/outdoor  
university location, off campus location

6. Who are the intended audience, what kind  
of information do you wish to convey?

7. What is the deadline for completion  
of the project?

8. If an interview is to be captured as part of  
the project do you want to capture both  
question and answers or are the responses  
only required?

9. How is the final video to be delivered,  
DVD, web etc.

## Media Services will:

Provide a rough cut of the project for comment

Provide up to a maximum of 2 re-edits of the project  
based on client comments

Not provide raw footage/rushes captured in the  
project to the client for re-editing elsewhere

Only keep raw footage/rushes captured in a project  
for a maximum of 12 weeks following the project's  
completion

Permanently archive the completed project should  
further copies be required in the future

[www.manchester.ac.uk/mediaservices](http://www.manchester.ac.uk/mediaservices)

0161 275 2523 / humanities bridgeford street building

email the completed form to / [mediaservices@manchester.ac.uk](mailto:mediaservices@manchester.ac.uk)