

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

0161 275 2523 / humanities bridgeford street building

email the completed form to / mediaservices@manchester.ac.uk