

Procedures for Requesting Video Projects By College Faculty & Staff

- Prospective users should contact the manager of the Television Center by Phone (323-3743), e-mail or Fax (323-3516), to discuss proposed use.
- If proposed use meets criteria, the user will be asked to provide a written proposal of the project and to submit a TV Center Facilities form.

The proposal should include as much information as possible and should address the following points:

- Project title,
- Sponsoring department,
- Brief project description,
- Relationship of the project to College priorities,
- Intended audience,
- Use of materials,
- Suitability of project for video,
- Outline of content and general idea of look of project,
- Outline of specific support required and who will be providing support,
- Outline of development and timetable.

Television Center Management will review the proposal and schedule a Meeting with the prospective users to discuss the project and any costs involved and timetable for completion.

If requested or necessary Television Center Management will draft a memorandum of agreement that establishes expectations in regard to approved projects, and will provide facilities according to that agreement.