



**SIU MEDICINE**

# Video Inquiry Form

Name: \_\_\_\_\_ Date Requested : \_\_\_\_\_

Department: \_\_\_\_\_

## Video production overview - describe the video you are requesting.

To request a video project, please complete this form. Your information will help us assess and understand your video needs. Please remember that we receive numerous requests per week and do not always have the capacity to plan, shoot and produce content for each request.

Our standard turnaround time is six weeks. Rush jobs will be considered based on existing workload.

Charges for video services are \$100/finished minute.

Priority goes to projects with goals that cannot be achieved through other mediums and those that best align with SIU's mission.

We require a brief face-to-face pre-production meeting (15-30 minute) to discuss any existing materials and desired outcomes so our team can deliver a video that best meets your needs.

Please respond to all questions and return via email to Senior Photographer Jason Johnson  
jjohnson@siumed.edu.

Direct any questions and concerns to Jason at 545-6419

- ▶ **Brief description of the video:**
  
- ▶ **Who is the audience?**
  
- ▶ **What is the shelf life of this video?**
  
- ▶ **How does it relate to the school's mission and strategic plan?**
  
- ▶ **How will the video be distributed: YouTube, website, DVD?**
  
- ▶ **How many people will this reach annually?**
  
- ▶ **Can this video be used beyond your needs as a resource/teaching tool, and if so, how?**
  
- ▶ **Do you require assistance in developing an outline, script, storyboard, or acquiring talent?**
  
- ▶ **What locations are needed?                      Is travel necessary:      Yes      No**
  
- ▶ **Approximately how long should the final product be?**
  
- ▶ **What is your desired delivery date?**
  
- ▶ **Who needs to approve this video before final delivery?**
  
- ▶ **If we are unable to accommodate this request, are you willing to pay an outside vendor, and if so, what is your budget?**