

Video Operations

Contact: Video Operations – 110 BLB

Email: law-video@uiowa.edu

Phone: (319) 335-9136

Please contact Video Operations for all service requests at least 6 weeks prior to your event. These services arrangements should be finalized no later than 2 weeks prior to your event.

Event Information

Event Name: _____

Group Name: _____

Contact Name: _____

Contact Phone and/or Email: _____

Date, Time & Location of Event: _____

***Tech Contact :** _____

This is the person who will be trained by the Video Operations Staff on how to use the A/V equipment.

***Tech Contact Phone and/or Email:** _____

***NOTE:** The tech contact only applies to student symposiums and events.

Equipment and Recording

Have you reserved an EdTech Classroom? Yes No

If Yes, All Ed Tech classrooms are equipped with a video projector and computer and you will not need to submit a request for this equipment. Please skip to the recording event section (*).

If No, Please complete the following information. We have limited equipment available and will do our best to accommodate your request.

Do you need a Video Projector and Laptop for your event? Yes No

If yes, what room will you need the equipment in? _____

***Does your event need to be recorded?** Yes No

Date the event needs to be recorded: _____

Location/Room(s) to Record: _____

Record Start Time: _____ **Record Stop Time:** _____

NOTE: We only record during the time indicated. If the event goes over this time the recording will be cut off.

If multiple dates or times need to be recorded please include this information in the email sent with this form.

What you would like recorded (the presenter, the screen, etc...)?

Will you be posting the video online? Yes** No*

***If no,** will you be making the video available publicly in any way? Yes** No

****If yes,** please note that you must have your participants sign a release form.

What format would you like for the recording? (DVD, Podcast, etc...) _____

How many copies of the DVD/VHS would you like? (max 5) _____

NOTE: Your completed video will be delivered to the contact person listed above. If you need more than 5 copies of the DVD/VHS recording you may make copies yourself.

Do you need Microphones setup for your event? Please indicate type with quantity below.

Podium _____ Wireless _____ Audience _____ Table _____

Comments/Other Information: _____

Please click the 'Submit Request' button below. Please attach the agenda or program for your event to the email sent with this form. **You must have a room reserved before submitting this request.**