

Video Operations

Contact: Video Operations – 110 BLB

Email: law-video@uiowa.edu

Phone: (319) 335-9136

You must 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: _____

NOTE: You must have a room reserved before submitting this request.

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

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

Date(s) the event needs to be recorded: _____

Time(s) the event needs to be recorded: _____

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

Will you be posting the video online? Yes No

How will you post the video? (Podcast, website, etc...) _____

NOTE: Your completed video will be delivered to the contact person listed above.

Please click the 'Submit Request' button below. A video operations staff member will contact you to finalize the details for your event. They will ask more detailed questions regarding other AV equipment (e.g. microphones, overhead projectors, etc...) and service needs.