

**CMCSS Video Production Work Order**

Lead Time: Two Weeks (minimum)

Work Order #

Questions? Contact [danielle.stephanak@cmcss.net](mailto:danielle.stephanak@cmcss.net)

Project Title \_\_\_\_\_

Date Submitted \_\_\_\_\_

Department or Program \_\_\_\_\_

Contact Name \_\_\_\_\_

Ext. \_\_\_\_\_

Email \_\_\_\_\_

Subject

Who is your audience? \_\_\_\_\_

What is your message/purpose?

What is your deadline? \_\_\_\_\_

What production work do you need?

- |                                      |   |  |
|--------------------------------------|---|--|
| <input type="checkbox"/> Promotional | <input type="checkbox"/> Training/Staff Development _____ | <input type="checkbox"/> Special Event |
| <input type="checkbox"/> Documentary | <input type="checkbox"/> Newsworthy Feature               | <input type="checkbox"/> Audio Only    |
| <input type="checkbox"/> Other _____ |   |  |

How will this be viewed?  Web  DVD (number of copies \_\_\_\_\_)

Would you like to schedule a consultation or meeting?  Yes  No

Do you need writing/scripting assistance with this project?  Yes  No

Please provide a brief description: