

# Video Production Job Request Form

This form must be filled out completely.

## Instructions

1. Fill out this form completely. Your job cannot be started until all information is gathered. Call **485-3555** or **485-8588** if you have any questions. We will be happy to assist you.
2. After submitting your completed form, contact JCPS Video Communications. We will help form a strategy to best serve your needs.

The Jefferson County Public Schools (JCPS) Communications Department has the experience and skills to present your school, department, or program in a professionally produced video. All video projects vary in scope and complexity. For best results, allow six weeks to accommodate scheduling, editing, and production time. Decide what your video will say before deciding how to make it.

Date of Request: \_\_\_\_\_ Date Job Needed: \_\_\_\_\_  
Please do not write *ASAP* or *Rush*.

Contact Person\*: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Your Department/School: \_\_\_\_\_ Location/Cost Center Number: \_\_\_\_\_

\*The contact person will coordinate student and adult participation and make sure all students have a signed Photo/Videotape Release Form.

## Description of Job

Title of Job: \_\_\_\_\_

Who is the audience for this video? \_\_\_\_\_

What is the specific goal of this video? \_\_\_\_\_

How will this video be used? \_\_\_\_\_

## Production Elements

Most videos have one spokesperson who serves as the main storyteller, either as a voice-over or on-camera personality. Ideally, this person will be familiar with, or at least comfortable with, working in radio or television. Be selective. Who will serve as your storyteller? \_\_\_\_\_

Most videos rely on a written script. Help and guidance for script writing is available, but the responsibility of writing the script is yours. Who will write the script? \_\_\_\_\_

What department(s) or group(s) will participate in the creation of this video? \_\_\_\_\_

Will video need to be shot on-site at a school or other location? If so, where? \_\_\_\_\_

Are there existing photos, charts, graphs, or video that could be incorporated? Are they copyrighted? \_\_\_\_\_

Will students be involved in this video? Do you have signed Photo/Videotape Release forms on file? \_\_\_\_\_

## Completion

The contact person will receive one master copy DVD upon the project's completion. Videos may also be posted online.

To view district videos, visit the JCPS YouTube Channel.

[www.jefferson.kyschools.us](http://www.jefferson.kyschools.us)

<http://www.youtube.com/jcpsweb>

