



PRODUCTION REQUEST

Dallas Schools Television

Requester's Name _____

Phone/Ext. _____ Fax _____ Email _____

School/Department _____ Box _____

Contact's Name _____

Phone/Ext. _____ Fax _____ Email _____

School/Department _____ Box _____

ABOUT REQUEST

Program Title _____

Primary Audience _____

Location of Event _____ Date of Event _____

Desired Completion _____ Time of Event _____

PURPOSE OF VIDEO

DETAILED DESCRIPTION

DEFINITIONS

REQUESTER: A Dallas ISD supervisor, director level or above, who request production services from Dallas Schools Television.

CONTACT: A person with knowledge of content who will work with the production team to develop a finished product.

RELEASE FORMS: The contact person is responsible to secure release forms from **all students** who will be videotaped. An adult video release form may be needed in some instances.

EXPENSES: Expenses may include DVD stock, duplication services, postage, etc. There is no charge to schools or departments for Dallas Schools Television production services.

PRODUCTION EVALUATION: The requester or contact person will be asked to complete a short survey upon completion of the production.

Please fax this form to DSTV at 972-925-3101 or place in school mail, Box 379.