Multimedia Project Request Form
Texas Comptroller of Public Accounts – Data Services

Requested by: [ ]

Division: [ ]

Director: [ ]

Email address: [ ]

Phone number: [ ]

Date requested: [ ]

Date needed: [ ]

Multimedia Needs *(Check all that apply)*
___ Tier 1 Video (event/seminar recording or one-on-one interview)
___ Tier 2 Video (multiple subjects, varied environments, extensive b-roll)
___ Tier 3 Video (scripted narrative video with actors)
___ Live Streaming Video
___ Live Streaming Audio
___ Webinar
___ Video Editing
___ Audio Editing
___ Voice Over
___ CD/DVD Duplication
___ Unsure *(consultation)*
___ Other *(please specify)* _____

Business Requirements *(Please answer the following)*

Project overview / purpose of this project:

[ ]

Why is this project best presented in a multimedia format?

Key takeaway points for the viewer:

Target audience (e.g. age, background, location):

Shoot/event dates (if specific date[s] required):

Location(s):

Do any locations require film permits or permission?

Do you wish to include any music, photos or outside footage in this video?

What type of on-camera talent do you envision? *(Actors, voiceover talent, presenter/host, interviewee, etc.)*

Who is your department's content expert in this area? *(Your department will need to work closely with the Data Services scriptwriter/producer/director during the project)*

Length of finished video:

Where will this video air?

Have you already created a script for this video?

Who in your division will provide the transcript of the video for Section 508 accessibility compliance? *(Please note that average transcription time is around 1 hour of effort per every five minutes of video, so you will need to assign someone with appropriate bandwidth for this task)*

Resolution:
___ Standard definition
___ High definition

Final video format:
___ .MP4
___ .MPG
___ .MOV
___ .AVI
___ .WMV
___ .FLV
___ .3GP
___ Unsure *(consultation)*
___ Other *(please specify)* _____

Final output medium:
___ Online
___ DVD
___ CD
___ Cell phone
___ iPod
___ TV
___ Kiosk
___ Unsure *(consultation)*
___ Other *(please specify)* _____