



VIDEO PROJECT REQUEST FORM

Please allow 4-6 weeks per project plus production time.

Project will be completed based on deadline and in the order received. All copy is required before production can begin. Please email completed form and any supporting documents to jeffrey.goldsmith@ncdps.gov.

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|--|----------------------------------|
| CONTACT INFO | |
| Name: | Today's Date: |
| Email: | Department Division: |
| Phone: | Location: |
| Request a meeting to discuss project on the following date: ____ / ____ / ____ (recommended) | |
| Are you the person who is giving final project approval? <input type="checkbox"/> yes <input type="checkbox"/> no (if no, who: _____) | |
| Project has budget approval: <input type="checkbox"/> yes <input type="checkbox"/> no | Assigned Communications Officer: |

| | |
|---|---|
| PROJECT INFO Project Name: _____ | |
| Deadline (date needed) | Needed for: (example: event name) |
| Project Goals (What is the purpose of this project for your division?): | |
| Project Description (Example: 30-second public service announcement to inform public of services and to call attention to our brand): | |
| Audience (Who are you trying to reach?) Primary: _____ Secondary: _____ Other: _____ | Spanish version needed? <input type="checkbox"/> yes <input type="checkbox"/> no Closed Captioning needed <input type="checkbox"/> yes <input type="checkbox"/> no |
| Please indicate the type of video project needed: (check all that apply) | <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Online <input type="checkbox"/> Other |
| If you selected other, please specify the requested project: | |
| If you selected multiple projects, will information be the same for all projects? <input type="checkbox"/> yes <input type="checkbox"/> no | |
| Provided content: <input type="checkbox"/> text <input type="checkbox"/> other <input type="checkbox"/> photos _____ <input type="checkbox"/> data for charts/graphs _____ | Content needed: <input type="checkbox"/> text <input type="checkbox"/> other <input type="checkbox"/> photos _____ <input type="checkbox"/> data for charts/graphs _____ |
| How will this project be distributed? | |

Final script is due before project can be initiated.

Our ability to meet your project deadline is dependent on your delivery of all materials needed to complete the project. Any missing materials and/or content changes will impact the anticipated deadline.

**We look forward to working with you,
providing creative ideas and solutions
for your projects!**

-- the DPS Creative Team