

# THE EDUCATION NETWORK - VIDEO PRODUCTION REQUEST FORM

To complete form, copy and paste into a Word document and fill in information.

Email completed request to: [TEN@palmbeachschools.org](mailto:TEN@palmbeachschools.org)

**Today's Date:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

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

**Contact email and phone:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Video need description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach script for video and or specific points you want mentioned in video. Also attach any graphic support for video. I.E. Opening Page graphic, event/group logo, etc.

Once this form is completed, a taping date will be assigned.

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## Office Use Only:

Date/Time to Tape:

Location of Taping: