

Video Production Request Form

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REQUESTOR

PHONE NUMBER

EMAIL

<input type="text"/>	<input type="text"/>
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DEPARTMENT

PROJECT

NAME

DESCRIPTION

TARGET AUDIENCE

KEY MESSAGES

OBJECTIVE

SCRIPT / STORYBOARD

PRODUCTION DETAILS

CREATIVE ASSETS

SUBJECT

PROJECTED TIMELINE

IMPORTANT DATES / DEADLINES

BUDGET

AMOUNT	
ADDITIONAL FINANCIAL PROJECTIONS / NOTES	

COMMENTS AND APPROVAL

COMMENTS	
APPROVED BY	
APPROVAL PROCESS	
DATE	SIGNATURE

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