

REQUEST FOR VIDEOGRAPHY

(Communications Department)

In support of the Holy Father's call that technology be used to evangelize, videography is available to parish staff and ministry leaders as one form of communication.

ALL REQUESTS MUST BE SUBMITTED A MINIMUM OF EIGHT WEEKS PRIOR TO THE PROJECTED VIEW DATE.

- Requestor's Name and Contact Information:

- Department/Ministry and Date of Request:

- Purpose of Video (Please be Specific):

- Projected Duration of Video: _____

- Where is the video being viewed (i.e.: social media sites, parish website, campus TV, Sanctuary)? If Sanctuary, has the proposal been approved by the pastor?

- Has a script been written and edited? If so, please submit it prior to the first meeting. If not, please complete as soon as possible as it must be available prior to scheduling the video shoot. _____

- Projected view date(s) as well as the duration of the viewing period:

- Available dates and times to meet with videographer: _____

VIDEOGRAPHY RESPONSE:

- ❖ Date request received: _____

- ❖ Suggested date and time of first meeting: _____

- ❖ Contacted requestor – date and method: _____

Please bring both the script and any elements (i.e.: photographs, other videos, etc.) to the first meeting.

Date and Signature of Videographer: _____