

Video Editing Services The Collaboratory

The Collaboratory has a video editing team which can create or edit a video for use by the Collaboratory. This is managed through the Advertising team within Marketing. In order for the Advertising team to create a quality video for you, we ask that you submit your requests at least three weeks before the deadline. We also ask that you fill out the information below which will provide us with the information we need to create your video. You will also be a major part of the editing process. In order to create the video you want, we will need your input throughout the process. We also ask that you remember that the students working on your video are students first, and that their schedules may conflict with your deadline. For every minute of video you want, it will take about 1 ½ hours to make. For example, for a five minute video, the editing will need at least 7 ½ hours. Remember, we only edit videos for the Collaboratory, and all videos which are made may be used by the Collaboratory in the future either in whole or in part.

Name: _____

Date: _____

Group/Team: _____

Completion Date: _____

Audience: _____

Background music: _____

Do you need your footage shot, or is it ready (if you need the footage shot, additional time will be necessary)? If it is ready, where can we find it?

Describe the basic storyline of the video:

When are you available to review the editing process?

Your signature

Advertising leader