**Media Production Unit – Enquiry Form**

**Please complete and return to:** [**nigel.hutchins@glasgow.ac.uk**](mailto:nigel.hutchins@glasgow.ac.uk)

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**Your Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Client Name: |  | Submitted by:  (if different) |  |
| College: |  | School: |  |
| Email: |  | Telephone: |  |

**Production Information:**

|  |
| --- |
| Describe your production and how you envisage it will look: |
| What do you expect the production to achieve: |
| Length of finished programme: |
| Intended audience: |

**Event Information:**

*\*\*Please note that dates are subject to diary availability.*

|  |
| --- |
| Dates: |
| Times: |
| Location: |
| Finished production required by: |

**Production Distribution:**

*Please check all that apply*

|  |  |
| --- | --- |
| Web |  |
| iTunesU |  |
| YouTube Edu |  |
| DVD (specify number of copies needed) |  |
| Other (please specify) |  |

**Production Clearances:**

The following clearances ***must*** be organised before production can start.

*\*\*Please note that written participant permission must be sent to the Media Team at least 1 week before production date.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Clearance Type** | **Yes** | **No** | **N/A** |
| Written copyright clearance for slides etc to be used. |  |  |  |
| Copyright clearance for music. |  |  |  |
| Written permission from participants. |  |  |  |
| Other (please specify) |  |  |  |

**PLEASE NOTE THAT THIS IS *NOT* A BOOKING FORM AND WILL NOT GUARANTEE SPACE BEING HELD PRIOR TO AN INITIAL MEETING**

**PLEASE BE AWARE THAT REQUESTS WITHOUT A COMPLETED ENQUIRY FORM WILL NOT BE CONSIDERED**