

EXTENSION SERVICE SLIDE SET OR VIDEOTAPE PROPOSAL

Submit one copy of this form for each media production to be considered by the Educational Materials Review Committee.

Item proposed:

- Slide set purchase
 Slide set production
 Videotape purchase
 Videotape production

Submit with this form:

- Title, source, and ordering information, including price
 Description of content, draft script with visual content list
 Title, source, and ordering information, including price
 Description of content, draft script with visual content list

Department _____ Specialist _____

Title of Production _____

Approximate length in minutes _____ Number of copies needed _____

Date materials or order request will be submitted _____ Date copies are needed _____

1. Describe the intended audience. Be specific.

 2. What knowledge or skill is the viewer expected to gain?

 3. How was the need for this production determined? Indicate any CEMP by number and name.

 4. How will this production relate to other educational materials on this topic, such as publications, either existing or planned.

 5. Are commercial educational materials available on this subject? If so, describe.

 6. How long will the information be current and useful?

 7. Will the project require specific props, music, artwork, or computer graphics? If so, describe.
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SLIDE SET OR VIDEOTAPE DESCRIPTION

Describe the general content of the production:

Attach an outline of the script, describing what you will want the viewer to see and hear. If your program is selected for production, the Communication Services video team will help you expand and polish the script. Your script should be broken down into visual content and program content, as indicated below.

Visual Content

Program Content

