

Event Options:

- Entrance of Audience
- Introduction of Speaker(s) Number of Speakers? _____
- Speaker(s) only – full body or close-up
- Speaker(s) with PowerPoint
- Audience Q & A
- Post Event – PowerPoint or Other Media

- Microphone/Sound System Needed
- Extra Lighting Needed

Other Information:

Final Output Media:

- AVI
- MOV
- WMV
- Mediasite

- CD (Data)
- DVD
- VHS

If requesting DVD format, will it need to be chaptered? Yes No

I have reviewed and agree to the above requirements and plans for the event.

Signature _____ Date _____



Customer Contacted for Pick-Up: Phone E-Mail Date: _____

Customer's Signature: _____

Date Items Received: _____

