

## AUDIO/VIDEO REQUEST PROTOCOL

An OUSD HelpDesk request must be submitted on line for all audio, video and video production projects.

Recording requests are fulfilled on a first-come, first-served basis. Please notify the Video Department ***at least 2 weeks*** before the event taping date. It is our policy not to record talent shows.

Note: Board Meetings take priority over all other events.

Events must be suitable to air on the District's Educational Access Channel (Ch.95 Spectrum in Orange). (Please contact the video department via email to request the criteria)

Content must fulfill or adhere to at least one of the Superintendent's Goals for the 2007/2008 School Year.

Plays and other copyrighted works must have the recording rights cleared to be videotaped by the Video Production Department. ***Permission to videotape must be obtained by the school site*** for speakers/presenters as well.

***All students appearing in the event need to be photo-cleared*** in advance. Please let us know if you need a clearance form sent to your site.

One DVD copy of the event will be provided for the school. Additional copies may be purchased for \$10 each. Please put in a HelpDesk request for them, or email us for a form.

Average project turnaround time is 3 weeks. This varies based upon the project length, amount of required editing, department availability and workload.

Please feel free to contact the Video Department staff with any questions, comments, suggestions or concerns.

Video Department: (714) 628-5422

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