



PRODUCTION REQUEST

Department of Television Resources and Web Services

Bonnie F. Johns Educational Media Center
8437 Landover Road
Landover, Maryland 20785
301-386-1619 - 301-386-1656(FAX)

Requested By: _____
Office/Department: _____
Contact: _____
Requested Due Date: _____

Date of Request: _____
Telephone: _____
FAX: _____
Approved By: _____

(DTR&WS)

Production Specifications

Title: _____ **Run Time:** _____

Production Type:

Instructional Tape Speaker/Event (Date: ___/___/___ Time: ___:___) Other: _____

Intended Use (check all that apply):

Channel 96 Instruction Inservice Event Other: _____

Intended Audience (check all that apply):

Students in grade(s): _____ Teachers Parents Administrators Others

Content Coordinator (if applicable): _____ **Phone:** _____

Copies Required (if any): _____

Description: _____

Account Numbers (overtime/freelancers/etc.): _____
(supplies/tape stock/etc.): _____

Approval

Concept: _____ Date: _____
 Script: _____ Date: _____
 Final Edit: _____ Date: _____

FOR TELEVISION RESOURCES USE ONLY:

Producer: _____ **Writer:** _____ **Director:** _____

Production Status:

Script Completed Shooting Completed Production Approved
 Script Approved Editing Completed Required Copies Duplicated