

# OSDH VIDEO PRODUCTION PROJECT REQUEST

Project Manager >	Direct Ext. >
Secondary Manager >	Direct Ext. >
Project Deadline Date >	Requested Shoot Date >
Service Area >	

## Supporting Materials (check all that apply)

<input type="checkbox"/> Graphics	<input type="checkbox"/> Logos	<input type="checkbox"/> Music	<input type="checkbox"/> Presentation Slides
-----------------------------------	--------------------------------	--------------------------------	----------------------------------------------

## Final Deliver Format (check all that apply)

<input type="checkbox"/> DVD	<input type="checkbox"/> YouTube	<input type="checkbox"/> Website	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other
Define Other >				

## Closed Captioning

1. Being a state agency, we have to make our products accessible to the deaf and hearing impaired.
2. If the final product is to be DVD format then closed captioning will have to be sent out to a company that specializes in closed captioning. The captioning will be paid for by your service area.
3. If the final product is to be on the agency YouTube channel then the script can be uploaded to YouTube for captioning as long as the on-screen talent did not deviate from the script.
4. In some instances, posting a document of the script along with the video is deemed adequate and shows due diligence by the agency.

## Music

1. Most video projects require at least some intro and/or background music.
2. The OSDH Studio does have royalty free music on hand.
3. If the studio doesn't have any music that you want to use, there are a number of companies that sell royalty free music by the track. We can point you to a few of these companies if you like. Your service area would purchase the track(s). Just make sure you purchase the correct rights.

If you would like to request a meeting with Jay and Damon to discuss your project at length, please feel free to contact us via email or phone and set up a time to meet.

OSDH Studio 405-271-9089

Jay Burgess Ext. 56481

Damon Cook Ext. 56482

All communication about the project should be via email and include Jay Burgess, Damon Cook, and both project managers.