



Stanford Video

Event Videotaping Checklist

Please call Stanford Video to schedule your event.

Below are a some helpful things to know when you call:

Event Details

Name, Date, and Location of your event

Beginning and Ending time

How do you plan on using this video?

When is the completed program due?

Is the venue available for setup (1-2 hours prior) and tear-down (1 hour)?

What is the PTA (*Stanford University*) or Cost Center (*SH&C*) number for billing?

Who is the main contact for this event, and will they be at the event?

When can we arrange for a site survey (if needed)?

Presenters

Will there be single or multiple presenters?

If multiple, how many?

Are they sequential or on a panel?

Will there be PowerPoint slides or video that you want to include?

Do you want to include the introductory speakers?

Do you want to include audience Q&A?

Do you need sound to be amplified in the venue?

Distribution and Delivery

Do you want the program captioned for the hearing impaired?

Would you like to distribute your event through any of these outlets?

Stanford on iTunes* <http://itunes.stanford.edu>

Stanford on YouTube* <http://www.youtube.com/stanford>

SV Streaming Service <https://stanfordvideo.stanford.edu/streaming.html>

*First complete and submit forms found here: <https://www.stanford.edu/dept/ucomm/contribute/>

Do you want an encoded file? Please check with your IT support to find out which format and any technical specifications you require. Common formats are:

Adobe Flash (.flv)

Quicktime (.mov)

Windows Media (.wmv)

Would you like a DVD or a tape conversion of the event?

Contact one of our producers with any questions or to schedule an event.

Catherine O'Brien

650-725-0687

cob@stanford.edu

Karen Sutton

650-723-8452

ksutton@stanford.edu