

Completed Audiovisual Request Form must be received by the Communications and Public Relations Department a minimum of 1 week prior to the event for scheduling purposes. All requests will be prioritized based on the needs of the District. Services will not be considered until the Audiovisual Request Form is submitted.

Date Submitted:

School/Department:

Requested By:

Location of Event:

Date of Event:

Start/End time:

Will you need an Audiovisual specialist on-site throughout this event?

TARGET AUDIENCE

Leadership

Entire HSD Staff

Teachers

Parents

Students

Community

Other

AV REQUEST

Projector

Projector Screen

Speakers

Microphones

Handheld

Lapel

Lavalier

VIDEO REQUEST

Title of the video:

Approval authority of script and editing:

When and where will the video be shown:

How many locations to acquire necessary footage:

Will you need professional on-camera or voice talent for this production:

Target Date of Completion:

DVD Copies Needed?

How many?

***After completing this form, scan and email to HSDCommunications@hazelwoodschoools.org.
If you have any questions, please contact the HSD Communications and Public Relations Department at 35058.***