# Event Videotaping Checklist

Please call Stanford Video to schedule your event. Below are 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 YouTube*: [http://www.youtube.com/stanford](http://www.youtube.com/stanford)
  - SV Streaming Service: [https://stanfordvideo.stanford.edu/streaming.html](https://stanfordvideo.stanford.edu/streaming.html)
*First complete and submit forms found here: [https://www.stanford.edu/dept/ucomm/contribute/](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.

<table>
<thead>
<tr>
<th>Catherine O’Brien</th>
<th>Karen Sutton</th>
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<tbody>
<tr>
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<td><a href="mailto:cob@stanford.edu">cob@stanford.edu</a></td>
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[stanfordvideo.stanford.edu](http://stanfordvideo.stanford.edu)