

AUDIOVISUAL PRODUCTION AND EXHIBIT REQUEST

1. Name of person to contact for additional information

2. Phone Number

3. Date

INSTRUCTIONS: Submit an original and two copies to the Office of Public Affairs

4. Name of requesting organization

5. Working Title for A/V Productions

5a. Estimated dimension of exhibit

5b. Number of copies required

6. Format *(Check applicable box)*

- ☐ Motion Picture ☐ Exhibit ☐ Audio
☐ Video Tape ☐ Slide w/sync. sound ☐ Other
☐ Filmograph ☐ Slide w/o sync. sound

7. Type of production *(Check applicable box)*

- ☐ Public Information
☐ Training
☐ Public service announcement

☐ News feature

☐ Full construction

☐ Refurbish

☐ Modular

} Exhibits

8. Intended audience

9. Purpose of Production *(Use back of this sheet if needed)*

10. Production content *(List key points—use back of this sheet if needed)*

11. How will it be produced

- ☐ In-house
☐ Contract
☐ Combination

12. Describe method of distribution

- ☐ In-house ☐ Rental ☐ Commercial contractor
☐ Free loan ☐ Sales ☐ National Audiovisual Center
Comments: _____

13. Where will exhibit be used

14. Is the production essential to the organization's mission and how does it relate to the Department goals *(Use back of this sheet if needed)*

15. What are the consequences if the project is disapproved *(Use back of this sheet to if needed)*

16. Source of funds

16a. Estimated cost

17. Have outside sources of funding or joint ventures been considered *(Use back of this sheet to explain)*

18. Indicate steps taken to assure that similar productions or exhibits are not available to meet the objectives *(Use back of this sheet if needed)*

19. Approval by originating office

Date

20. Approval by organizational Public Affairs Office

Date

21. Approval by Department of Commerce Audiovisual and Exhibit Review Committee

Date

