



JPS Instructional Television
621 South State Street
Jackson, MS 39201
(601) 960-8898

VIDEO PRODUCTION REQUEST

Project Working Title:

Today's Date:

Event Date:

Project Deadline:

Project Leader Name & Title:

Project Leader Phone:

Project Leader Email:

Department:

Which category best describes your project?

Training

Event

Instructional

Promotional

PSA

Project Description:

Objectives:

Shoot Locations:

On what format or delivery system will final product be viewed?

DVD

YouTube

Email

JPS ITV On Demand

Broadcast

What is your availability during the process? (Time should be allotted for preproduction meetings, organizing production needs and attending shoots as needed.)