

Design and Development Services Policies for Video Requests

Our goal is to provide clients with the highest possible quality of work. Please understand that time constraints may not allow us to fulfill all requests.

We are available for consultations and site surveys prior to an event. We ask that your request for services be made at least two weeks in advance.

Panopto Focus, our lecture capture system, is often a better solution to recording video.

Please note that our office is not staffed to provide archival and storage services for digital media.

Please consider the following when requesting video services.

- What is the intent of the video?
 - instructional
 - promotional
- What is important?
 - If the event has separate sessions, prioritize the most important sessions
 - consider which events or sessions will "tell the story" in the best way
- What conditions may yield poor results?
 - mixed lighting (ex. natural window light and overhead lighting)
 - backlighting (ex. speaker is in front of window)
 - poorly lit rooms or theaters
 - PowerPoint presentations
- Is a release required?
 - children present may be under eighteen
 - is the speaker not an employee of The University of Akron