

Media Services Department

Production Services Policy

Types of Production Service Offered

Production Services offered by Media Services include Videography, Photography, Audio Recording, Duplications and Conversions, and Video Captioning.

Requesting Production Services

Production Services are requested by submitting a Production Services Request Form. Any request not submitted using this form, will not be accepted. Requests for any production service must be made within 48 business hours of the date of the event.

This timeframe allows Media Services to make contact with client(s), and coordinate scheduling and personnel.

Duplications and Conversions

Requests for Duplications and Conversions may be requested for any media produced by Media Services, or owned by QCC, for use in accordance with applicable QCC policies.

Any material not produced by Media Services will require written permission if copyrights are present.

Video Captioning

Media Services can provide captions for videos produced by QCC Media Services only. Media Services does not provide caption services for any materials produced outside of the QCC Media Services department.

Modifications to this policy

Media Services reserves the right to change this policy as required by the needs of the department, availability of resources and/or personnel, and changes to QCC policy. For any questions regarding this policy, please contact Media Services.

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Media Service Request Policy

Equipment Deployments

Media Services equipment deployments are based on availability of the equipment requested. All deployments are based on the date of the request and are done in accordance with a submitted media request form.

Confirming service request

Media Services makes its delivery calendar available to all QCC employees via a public calendar on the Media Services website. Submissions made prior to 24 business hours may not show up on the calendar until the next day. For any questions regarding your service request, please contact Media Services.

Modifications to this policy

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