



Media Services Work Order Policy

Events

Covering: Event Set-ups; DJ equipment; Support for Rooms 401, 3102, 3103; PictureTel; Photography and Videography; Audio Equipment

Deadline for Work Order Submissions: 1 Week

Notification and Appointment for Consultation: 24 - 48 business hours after submission*

Creative: Print and Web

Covering: Graphic Design; Poster Creation and Distribution; Website Updates; Banner Design and Printing

Deadline for Work Order Submissions: 1 Week from the time the approved Graphics

Request Form is received in the Media Services Department

Notification and Appointment for Consultation: 24 - 48 business hours after submission

Creative: Animation and Powerpoint

Covering: Animation and Animated Backgrounds for Events; Powerpoint Design and Creation

Deadline for Work Order Submissions: 2 Weeks

Notification and Appointment for Consultation: 24 - 48 business hours after submission**

Creative: Video

Covering: Video Production

Deadline for Work Order Submissions: 1 Month from the time the approved Video Request

Form is received in the Media Services Department

Notification and Appointment for Consultation: 24 - 48 business hours after submission**

*Upon availability of resources and personnel

**On a case by case basis, and subject to greater completion times for special projects