



Media Services Work Order Policy

Distribution

Covering: Multi-Media Carts; CD/Tape Players/Recorders; Overhead Projectors;
Smart Classroom Support

Deadline for Work Order Submission: 48 business hours

Consultation necessary for all Standing Work Orders

Events

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

Deadline for Work Order Submissions: 2 Weeks

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: 2 Months 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