

## DCM Event Capture Request Form

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**Name of Event:** \_\_\_\_\_  
**Date of Event:** \_\_\_\_\_ **Day of Week:** \_\_\_\_\_  
**Location/Venue:** \_\_\_\_\_  
**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_  
**Access to venue (for setup):** \_\_\_\_\_ **Expected size of audience:** \_\_\_\_\_

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### Event Details:

Single presenter? \_\_\_\_\_ If so, whom? \_\_\_\_\_  
Multiple presenters or panel discussion? \_\_\_\_\_ If so, how many? \_\_\_\_\_  
What is the format? \_\_\_\_\_ (i.e. lecture, panel discussion, roundtable, etc.)  
Introduction of presenter(s): Yes \_\_\_ No \_\_\_ If yes, whom? \_\_\_\_\_  
Use of PowerPoint or other electronic media in presentation? Yes \_\_\_\_\_ No \_\_\_\_\_  
Use of physical "props"? Yes \_\_\_ No \_\_\_ If yes, what? \_\_\_\_\_  
Question and Answer (Q&A) following? Yes \_\_\_ No \_\_\_  
How important is it to see the person asking the question(s)? \_\_\_\_\_  
Record event/presentation? Yes \_\_\_ No \_\_\_ *Distribution:*  
DVD: \_\_\_ Blu-ray: \_\_\_ Videotape: \_\_\_ File: \_\_\_ Tape/file format: \_\_\_\_\_  
*Indicate quantity of DVDs, Blu-ray or videotapes and specify tape or file formats above (if known).*  
Post archive on a web site? Yes \_\_\_ No \_\_\_ *If yes, Webmaster:* \_\_\_\_\_  
URL where event will be posted: \_\_\_\_\_  
Is there a *need* for live web streaming? Yes \_\_\_ No \_\_\_ *If yes, details:*  
URL where live stream will be viewed: \_\_\_\_\_  
Streaming provider? \_\_\_\_\_ Phone/e-mail: \_\_\_\_\_  
[DCM use only: Streaming server: \_\_\_\_\_ Notes: \_\_\_\_\_]  
*If an event is streamed live, the URL for the live stream and archived stream should be the same whenever possible  
Contact DCM for additional information.*  
Televise live? Yes \_\_\_ No \_\_\_ Tape delay? Yes \_\_\_ No \_\_\_ *(Contact DCM for add'l information)*  
Do you have a release from the presenter(s) allowing recording and future use of the recorded material? Yes \_\_\_ No \_\_\_ *(if yes, please attach a copy.)*  
Any use restrictions? Full use: \_\_\_\_\_ Educational use only: \_\_\_ Time limitation: \_\_\_\_\_  
*For non-K-State faculty or staff, a signed written release is required prior to recording and distribution.*

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### Contact Information:

Client contact prior to event: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Client contact at event: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
DCM production contact: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
DCM client manager: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*Please ensure any last minute changes are communicated to the DCM by phone or in person. No voicemail or e-mail for last minute (within one working day) changes, cancellations, etc. Please call front desk number (2-2535) if you cannot reach the DCM contacts listed above.*