

### Department Event Videography Request

Name \* \_\_\_\_\_  
Department \* \_\_\_\_\_  
Billing Address \* \_\_\_\_\_  
Phone Number \* \_\_\_\_\_  
Email \* \_\_\_\_\_

#### Chartfield String Information

Prior to submitting this request, we recommend checking your chartfield information in the University tracker tool, <http://ccinfo.unc.edu/finance/chartfield-checker>, to ensure the information submitted is valid and that we are able to proceed with your project.

Finance Contact \* \_\_\_\_\_  
Finance Contact Phone Number \* \_\_\_\_\_  
Business Unit \* \_\_\_\_\_  
Fund \* \_\_\_\_\_  
Source \* \_\_\_\_\_  
Account \* \_\_\_\_\_  
Department ID \* \_\_\_\_\_  
Cost Code 1 \_\_\_\_\_  
Cost Code 2 \_\_\_\_\_  
Cost Code 3 \_\_\_\_\_

#### Project Details

Project Name \* \_\_\_\_\_

Location \* \_\_\_\_\_

Date \*

Month  ? Day  ? Year  ?

Start Time \*

hour  ? : minute  ? ?

am ?

pm

End Time \*

hour  ? : minute  ? ?

am ?

pm

Preferred photographer arrival time \*

hour  : minute  ?

am ?

pm

Preferred photographer departure time: \*

hour  : minute  ?

am ?

pm

#### Videography Information

Video Delivery Deadline \*

Month  Day  Year

Video Length \*

Video Use \*

Scope of coverage or special instructions \*

Submit

**Source URL:** <https://carolinaunion.unc.edu/departments/communications-creative-services/design-request-forms/department-event-videography>