

**Bakersfield City School District**  
Education Center – 1300 Baker Street  
Bakersfield, CA 93305

**Communications**

**Video Taping Request – One Time Event**

Please submit **three weeks** in advance of taping to Public Information & Communications Manager.

Date of Requested Taping: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_  
School/Department: \_\_\_\_\_ Location: \_\_\_\_\_  
Purpose of Taping: \_\_\_\_\_

**Video - Pre-plan, Script, Shoot, Design Graphics, Edit**

(Note: As this requires a significant time investment, complete video packages will be produced on time available and relevance to district programs.)

Project: \_\_\_\_\_ Due Date: \_\_\_\_\_  
Needed: \_\_\_\_\_  
\_\_\_\_\_

**Video Duplication Request – Blank Tapes Must Be Provided**

Any copyrighted material must be accompanied by written permission from the copyright holder. No copyright material can be altered in any way unless additional permission form the copyright holder is given.

Name of Tape: \_\_\_\_\_ Number of Copies \_\_\_\_\_  
Taped copies are to be returned to: \_\_\_\_\_  
School/Department: \_\_\_\_\_ Due Date: \_\_\_\_\_

Person Requesting: \_\_\_\_\_ Position/Title: \_\_\_\_\_  
School/Department: \_\_\_\_\_ Phone/Extension: \_\_\_\_\_

\_\_\_\_\_  
**Principal/Department Head Requesting** **Date**

\_\_\_\_\_  
**Approved: Public Information & Communication Manager** **Date**

**Copies:** *Original and Yellow –Public Information & Communications Manager*  
*Pink – Principal/Department Head*