


  
**ROAR NETWORK**
  
**VIDEO SERVICES**

Request for Proposal to Film Your Event

Daum Hall #234, Loyola Marymount University

310-338-5124; FAX 310-338-7887

Please submit all requests at least two weeks in advance.

**Contact Information**

<b>Organization:</b>	
<b>Contact Person:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	

**Shoot Information**

<b>Title of Event:</b>	
<b>Date, Start/End Time:</b>	
<b>Location:</b>	
<b>Description of Event:</b> (number of speakers, panel discussion, demonstration, etc.)	
<b>Production Requests:</b> (multiple cameras, editing, delivery format)	
<b>Special Notes:</b>	

I agree that I give permission to ROAR Network to record the above event and rights to broadcast material unless stated otherwise. This document will be used by ROAR Network to develop a proposal for shooting your event, and is not a contract.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

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*Office Use Only*

Date received: \_\_\_\_\_ Assigned to: \_\_\_\_\_