



For Official Use Only:	
Date Received:	
Reviewed by:	
Approved:	

## Stock Footage Request Form

***Please fill out and submit the form below. Allow a minimum of three business day to fill request.***

University Marketing and Communications reserves the right to decline any request. Please submit completed application to [gbeunt@umd.edu](mailto:gbeunt@umd.edu).

\*Required field

### Production Company Information

<b>Name of Production Company*:</b>	
<b>Address*:</b>	
<b>Phone*:</b>	

*Contact Information - Person Submitting Application:*

<b>Name*:</b>	
<b>Title*:</b>	
<b>Phone*:</b>	
<b>Email*:</b>	

### Footage Details

(All footage will be delivered 1920x1080)

<b>Please check the type of footage needed*:</b> <i>(footage will be provided at no charge - 1920x1080, H.264 .mov)</i>	<input type="checkbox"/> CAMPUS BEAUTY <input type="checkbox"/> CAMPUS AERIALS <input type="checkbox"/> GENERIC ACADEMIC <input type="checkbox"/> GENERIC CAMPUS LIFE
<b>Specific footage not listed above:</b> <i>(minimum \$150 administrative fee)</i>	
<b>Video Format Needed:</b> <i>(ProRes, H.264, .mp4, etc.)</i>	
<b>Deadline for needing this footage*:</b>	

## Production Information

<b>Name of production*:</b>	
<b>Episode name/number:</b>	
<b>Estimated air date:</b>	
<b>Please describe where the footage will appear (television channel, website, etc.)*:</b>	
<b>Type of Production*:</b>	<input type="checkbox"/> Documentary <input type="checkbox"/> TV Series <input type="checkbox"/> Corporate Video <input type="checkbox"/> Feature Film <input type="checkbox"/> Short Film <input type="checkbox"/> Commercial <input type="checkbox"/> Educational or Instructional
<b>Target Audience:</b>	

Are you requesting to identify the University of Maryland in the project? \*     Yes     No

Have you already been in contact with anyone at the University to request footage? \*     Yes     No

<b>If yes, please list name(s) here:</b>	
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### Please initial the following statements:

<p><b>FEES</b></p> <p>Your request will be reviewed within 24-48 hours. When the request is approved, you will receive a link to view/download footage that will be active for 30 days. Should you require more specific footage than is provided at no charge, you may make an additional/specific request. The additional/specific request will incur administrative searching/processing fees, \$150 minimum. Requests that require additional post production/searching time will be charged \$75 an hour.*</p>	
<p><b>TERMS OF USAGE</b></p> <p>By downloading this footage you agree to comply with the purpose and standards as described above once given access to the files. You also agree that you will send a draft of your video project to the Office of Marketing Communications for review and approval before mastering your final cut. You can submit your video by emailing <a href="mailto:gbeunt@umd.edu">gbeunt@umd.edu</a>.*</p>	

Please submit completed form to [gbeunt@umd.edu](mailto:gbeunt@umd.edu).