



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.

*Required field

Production Company Information

Name of Production Company*:	
Address*:	
Phone*:	

Contact Information - Person Submitting Application:

Name*:	
Title*:	
Phone*:	
Email*:	

Footage Details

(All footage will be delivered 1920x1080)

Please check the type of footage needed*: <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
Specific footage not listed above: <i>(minimum \$150 administrative fee)</i>	
Video Format Needed: <i>(ProRes, H.264, .mp4, etc.)</i>	
Deadline for needing this footage*:	

Production Information

Name of production*:	
Episode name/number:	
Estimated air date:	
Please describe where the footage will appear (television channel, website, etc.)*:	
Type of Production*:	<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
Target Audience:	

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

If yes, please list name(s) here:	
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Please initial the following statements:

<p>FEES</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>TERMS OF USAGE</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 gbeunt@umd.edu.*</p>	

Please submit completed form to gbeunt@umd.edu.