

North Greenville University
Department of Mass Communication
Department of Media Services
Request for Production Services

The equipment and resources of the Mass Communication Department are primarily dedicated to the Mass Communication Department for the education of media professionals. The equipment and resources of Media Services Department are primarily dedicated to North Greenville University for the on and off-campus needs at the university level. These resources may be used to serve outside of the department/university depending on the availability of the resources, educational value of the project, and appropriate compensation.

When requests are made, the following steps will be taken:

1. The request will be sent to the Chair of the Department of Mass Communication who will inform the Director of Media Services.
2. The person making the request will be asked to complete the attached form.
3. Professors of appropriate courses will decide if the request fits into their course structure.
4. The Director of Media Services will decide if the request can be met with university resources.
5. Current students will be given the opportunity to meet the request for just compensation.
6. The person making the request will be:
 - a. Informed that the request can be met within the Department of Mass Communication for just compensation. OR
 - b. Informed that the request can be met by the Department of Media Service for just compensation. OR
 - c. Informed that there is a student willing/able to meet the request for just compensation. OR
 - d. Given a list of alumni who may be able to fill their need.

Request for Production Services

School of Communication, Department of Mass Communication

North Greenville University

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Name of person requesting service _____

Department/Organization _____

Phone _____

Email _____

Date _____

Desired Project Completion Date _____

Description of Project

Approximate Resources and Time Required

Approvals

Dean, College of Communication and Fine Arts

Date

Associate Dean, School of Communication

Date

Chair, Department of Mass Communication

Date

OR

Associate Vice President, Tigerville Operations

Date

Director, Department of Media Services

Date

Budget Worksheet (internal use only)

Technical Resources _____

Personnel Requirements _____

Consumable Resources _____

TOTAL _____