Video Project Tracking Form

VIDEO #:	14. Permission
1. Date filmed://	Required? Y / N
2. Video Series & Name &	15. Approval Requested? Y / N Received / Denied
3. Contact	16. Upload to: ☐ youtube/
4. Email	□ other:
5. Website	17. File Location:
6. Phone	18. Episode #
7. Address	19. Station identification: filmed \Box compiled \Box
8. Part(s) of	20. Back up □ D: E: F: G: H:
9. Description:	21. Notify: email / phone □
	22. Quote: \$
10. Tags:	23. Billed date:
	24. Paid date:
11. Duration:	cash / check #/ cc
12. Capture: C: / D:	25. Receipt sent □
m2t #'s:	26. Burn: ☐ DVD ☐ avi ☐ mpg
13. Rendering: DVD	27. Delivery: □ DVD □ avi □ mpg
Avi wmv	Other titling:
Mov	Special Instructions / Production Notes:
[attach business card here]	