

Studio Usage Request Form

Please complete and return to Marketing@essex.com to schedule your video shoot.
Studio is located in the Marketing Department in the San Mateo Corporate Office.

General Information:

Name:	
Department:	
Desired Date and Time:	

Description of the Project:

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Room and Support Requirements:

Please indicate the level of support you are requesting for your project.

X	Level of Support	What is Included
	Basic	Use of room, lights and backdrop. (Recording/filming device not provided by AVT) Please schedule 1 week in advance.
	Full Service	Includes Basic, videographer, video editing, camera and audio equipment. Cost: \$40 per hour Please schedule 2 weeks in advance.

Information for Full Service Project:

Budget Code for Invoice:	
Desired Duration of Final Video:	
Video Audience:	
Desired Completion Date:	

A follow up meeting may be requested to discuss further details prior to shoot date.