**Video Services**

The Video Services team is responsible for videotaping events and other video projects.

**IMPORTANT**

- Video Services is unable to accommodate off-campus events and projects.
- Video Services does not reserve equipment. Please use the [Event Technology Request Form](mailto:media@utdallas.edu) for equipment or other media service.
- Video Services does not request the room.

**Description of Services**

**Video Event Recording:**
Events we are able to accommodate include but are not limited to course lectures, seminars, and events hosted on-campus. We do not charge for classroom lectures during regular class sessions; however we do charge for other events and seminars, including trainings and invited lectures. See our Costs and Fees below. See also our description of specific event recording services.

**Video Streaming:**
Events are typically webcast LIVE using the JW player which can be viewed with both PC and MAC. We have recently switched servers so if you have an active archived video which is not working please contact media@utdallas.edu. For more information about video streaming, please visit [Video Streaming FAQ](mailto:media@utdallas.edu).

**Captioning:**
If your event will require captioning for the hearing impaired to be displayed on the screen, indicate so on the [Video Services Events Form](mailto:media@utdallas.edu) and notify Media Services as well.

You must make arrangements for a captionist with the appropriate office:

- Student events - The Office of Student AccessAbility: 972-883-2098
- Staff/public events - Human Resources: 972-883-2221

**Video Projects:**
Video projects include duplication of DVDs and CDs, digitization of analog materials, and other video projects not related to specific events. Some of these services incur a charge. For any project, the client must provide assurance of adherence to copyright and privacy laws, rules and regulations.

**Copyright and Privacy**

UTD Video Services abides by US privacy and copyright laws, rules, regulations. Event coordinators must ensure that the subjects of the videotaping have agreed to be filmed and to have that tape duplicated and/or posted online, as indicated on the [Video Services Events Form](mailto:media@utdallas.edu).

Video projects, such as duplications and digitizations must also be accompanied by assurance of adherence to US privacy and copyright laws, rules, regulations. Digitizing analog video (VHS) or audio (cassettes or LPs) to
digital form (DVDs, CDs or electronic files) is particularly tricky. If the requestor holds the copyright to the analog form – for example, a tape of an original lecture, video or song – it is much easier for us to accommodate your request for duplication or digitization.

Fair Use is a concept that many educators use to justify the use or adaptation of materials whose copyright is held by others. Fair Use is however, specifically limited by federal guidelines. Please visit [UT System Crash Course in Copyright](https://ets.utdallas.edu/media-services/video-services/makepdf) to determine of your intended request of video services constitutes Fair Use. Video Services will review all projects and may determine that Fair Use is not warranted and may refuse projects. You will be notified immediately if this occurs.

For questions about copyright and privacy, please contact Media Services at [media@utdallas.edu](mailto:media@utdallas.edu) or 972-883-4905.

### Ordering Services

Our services require staff and attention to details. To ensure that your project is completed to your satisfaction, please maintain contact with the Video Services team. These services are offered for an hourly fee so we would like to serve you as efficiently as possible. Requests for Video Services must be received 7 business days prior to your event date.

Submit either the [Video Services Events Form](mailto:media@utdallas.edu) or the [Video Services Project Form](mailto:media@utdallas.edu). In the subject line please indicate "VIDEO". Estimates are available upon request. Submission of the form does not guarantee we can accommodate your event or project. If we have scheduling conflicts, you will be notified immediately.

### Costs and Fees

**Events:**

Video Services does charge for non-course-related events. Examples include guest lectures open to the entire campus, student activities events, etc.

**On-site Technician(s) - required:**

$30/hour per technician with a 2-hour minimum (may include setup and breakdown time)

**Options:**

Single-camera (1 video specialist)
Multi-camera:
- 1 "live" camera and 1 "locked down" camera (1 video specialist)
- 2 "live" cameras (2 video specialists)
- 2 "live" cameras and 1 "locked down" camera (2 video specialists)
- 3 "live" cameras (3 video specialists)

Please allow for setup and breakdown in your budget. Single camera setup and breakdown take 30 minutes each.

**Post-Production Fees (flat fee):**

- Raw footage --- No charge
- Archiving of streaming or edited video --- No charge
- Basic editing:
  - $30 -- basic cutting, titles, chapters, graphics
- Advanced editing:
$30 --- slide integration
$30 --- captioning (for hearing impaired)
$30 --- merging multi-camera video
$30 --- music integration
$30 --- video integration

**DVD/CD Copies:**
1-5 copies --- included in event fee
6-10 --- $15
11-25 --- $30
26-50 --- $45
51+ --- increase price by $15 for increments of 25

### Consulting and Training

The Video Services Department is also available to any university entity for consulting needs. Questions regarding the use of video cameras, editing, streaming, or encoding are always welcome. Video Services will also work with university entities to help them use department equipment more effectively. This service is free of charge as availability allows.

### Technical Descriptions

**Single Camera Production:** One camera used to cover speakers and events. These productions may or may not be edited into a completed program. Scripted productions may also utilize a single camera to produce promotional or support videos that serve university or department needs. Scripted productions should be as complete as possible before production begins. One-week notice for requested shoots is optimal. All requests are handled on a first come, first serve basis.

**Multiple Camera Production:** Two or more cameras used to cover events or studio productions. These productions are usually edited into a completed program. Events like commencement ceremonies are shot with multiple cameras. Multiple camera productions are typically larger scale productions with many crew members and a pre-planned format. At least two weeks notice is required for these requests. This allows time for site surveys, set design and obtaining required crew.

**Video Post-Production (Editing):** Editing services takes existing footage and combines it with music, graphics and special effects in a way that creates a purposeful finished product. Post-production may be done to footage shot by Video Services or footage brought in by clients. Time requirements are done case by case taking into account the scope of the edit request and other active projects.

**Video Compression:** Video compression takes existing video footage from tape or DVD and transforms it into any of a variety of file types. Compression is necessary if a video is required for embedding into a PowerPoint presentation or for posting on the web.

**Streaming Archives:** Video events that are streamed live may be archived on our server or on your own server.

### Contact Us

Pre-event planning, Event questions, Copyright and privacy, and Cost estimates can be directed to 972-883-4905 or media@utdallas.edu.

Inquiries about video projects and equipment technical questions can be directed to Darrell Chambers or Bart...
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Video Services can be reached at 972-883-4900 or media@utdallas.edu