

BTW Library Media Center

Event Recording/Photography Request Form

Media staff must receive your group's request at least one week prior to the day of your event, preferable a month.

By filling out this form you are requesting Library Media Center Services to video record or photograph your event.

Note: Every attempt will be made to arrive early to set up equipment prior to the start of the event. Please make sure that the media staff has access to the room.

Name * _____

Email * _____

Phone Number * _____ ext: _____

Date of Request: _____

Type of Event * _____

Name of Event * _____

Date of Event: * _____

Time of event: *

Starts @

Ends @

Special arrangements are required for event recording after school hours. (7:10-2:45)

Location* _____

Additional information

Turn in request forms to the BTW Library Media Center

Please provide flash drive for footage storage

****Request to add event to the school's webpage must be approved by the principal.**

***Required information**