



VIDEOGRAPHY SERVICES REQUISITION FORM

Please fill out the following information to request videography and streaming services from the University of Johannesburg's videography team.

Department/Faculty Information:

Department/Faculty Name: _____

Contact Person: _____

Contact Email: _____ Contact Phone: _____

Project Title/Event: _____

Project Details:

Type of Service (Tick one or more): Video Production Live Streaming

Description of Project: _____

Purpose/Goals of the Project: _____

Date and Time: _____ Event venue: _____

Estimated Project Duration:

Single-day project (number of hours required) _____

Multiple days (Please specify duration): _____

Budget Information:

Cost centre number:

Specific Requirements:

Editing services required _____

Additional equipment needed (please specify): _____

Approval and Authorization:

By signing below, I acknowledge that the budget for this project is available and approved. I understand that any additional costs, such as travel and editing, will be discussed and included in the final estimate.

Requestor's signature: _____

Cost centre owner's signature: _____

Financial business partner's signature: _____

Date: _____

Notes:

Please attach any relevant documents or additional project details.

The videography team will contact you to discuss project specifics.

For live streaming requests, a clear process will be communicated in advance.

Thank you for choosing the University of Johannesburg's Videography Services. We look forward to working with you to capture and produce high-quality videos for your project or event.

Policies:

Payment Policy: All payments for videography and streaming services are expected to be settled within 30 days from the date of invoice.

Cancellation Policy: Cancellations made 5 days or more before the scheduled filming date will not incur any charges. Cancellations made within 2 days of the scheduled filming date may result in a cancellation fee of R500.00

Editing and Revisions: The package includes 1 rounds of revisions for editing services. Additional revisions may incur extra charges and will be discussed with the client.

Confidentiality: The videography team will treat all project details and footage as confidential and will not disclose any information without the client's explicit permission.

Delivery of Final Product: The final edited video will be delivered to the client in video format within 3 days of the completion of the project unless communicated differently with the client.

Projects social Dissemination: The project will be disseminated according to the clients which, be it on YouTube, Facebook or LinkedIn.