



Lowell Thomas Communications Center Room 203  
 845 575-3635 • fax 575-3645 • media@marist.edu • www.marist.edu/mediacenter

## WORK ORDER FORM

NAME \_\_\_\_\_

CONTACT INFO \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_ DATE NEEDED \_\_\_\_\_

MATERIALS SUBMITTED \_\_\_\_\_

PRODUCTION	DESCRIPTION
CD/DVD Duplication Printing	
Audio/Videotape Duplication	
Off-Air Recording	
Multi-Media Format Conversion	
Digitization	
FACILITIES	DESCRIPTION
Studio Production	
Remote Production	
Video Editing	
Sound Recording Mixing	
Other	

### This Section For Media Center Use Only

Blank Media Used DVD \_\_\_\_\_ CD \_\_\_\_\_ MiniDV \_\_\_\_\_ VHS \_\_\_\_\_ Other \_\_\_\_\_

Media Center Staff \_\_\_\_\_ Job Status \_\_\_\_\_ Finished \_\_\_\_\_ In Progress \_\_\_\_\_

Notes:  
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