

Photo / Video Request Briefing Sheet



**LIVERPOOL
HOPE
UNIVERSITY**
Est. 1844

Complete and return to hargras@hope.ac.uk

Name:

Email Address:

Department:

Contact Phone Number:

Type of Job Required - Photos - Video - Both - Interviews etc:

Target Audience / Purpose of job:

Detailed Description of Job:

(Continues over)

Email hargras@hope.ac.uk or phone 0151 291 3517 if you have any queries

Photo / Video Request Briefing Sheet



**LIVERPOOL
HOPE
UNIVERSITY**
Est. 1844

Date of Event:

Time from / until:

Room Number / Location:

*Proposed deadline for completion:

Detailed Video Information

Title of Video:

Approximate Required Duration:

Questions to ask interviewee / details of cutaways required / YouTube information text:

Download the [Model Release Forms from the Hope website](#)

Return it completed 14 working days the date of the job.

*Please allow up to 5 days for photo editing & 10 days for video editing.

Email hargras@hope.ac.uk or phone 0151 291 3517 if you have any queries