Sutton Public School District
Video/Film Request Form

Forms must be submitted two weeks prior to event

School video and film equipment is under the supervision of Mary Campbell and Town Equipment under the supervision of Pam Nichols, Town Cable Commission. Unauthorized personnel are prohibited from removing equipment from the Broadcast Room. In the event that equipment is needed, please fill out this request form and return it to Mrs. Campbell or her mailbox located in the high school office two weeks prior to the event you would like taped or broadcast.

In the event of a live broadcast, specific shut-down and power-up procedures need to be followed and can only be done by Ms. Campbell or Ms. Nichols. No one else will be allowed to shut off or power up equipment.

Cecilia M. Di Bella, Ed. D.
Superintendent

Date of Event: _____ Time of Event: _____

Description of Event: _____

Location of Event: _____

Person in Charge: _____

Please list equipment needed: _____

_____

Please describe what is needed for your event to be broadcasted or taped: _____

_____

Signature: _____ Date: _____

Signature of Principal/Supervisor: _____