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| **Course Introduction Video | Information Booking Sheet**  |
| **Deliverables** | 2 -3 minute course introduction video. |
| **Video Overview:**  |
| **Filming type** | Talking head  |
| **Pre-Planning**  | Please read the ‘Course Introduction Guidelines’ handout  |
| **Course name** |  |
| **Course code** |   |
| **Academic on film (Name/Surname)** |  | **Title:** Eg:Course Coordinator? |
| **Email:** |   | **Phone Number:**  |
| **Filming Date and Time Preference:**  |
| **Date Preference/s** |  |  |  |  |  |
| **Time preference****Please highlight the time-slots that suit you.** | 9:30am - 11:30am | 9:30am - 11:30am | 9:30am - 11:30am | 9:30am - 11:30am | 9:30am - 11:30am |
| 1:00pm - 3:30pm | 1:00pm - 3:30pm | 1:00pm - 3:30pm | 1:00pm - 3:30pm | 1:00pm - 3:30pm |
| **Filming Location** | Studio - Basement Level of Library |
| **Notes** | * Please bring any supporting documentation or scripts with you.
* Please refrain from wearing white on the day, as the background of the video will be white.
* [More planning information here](https://federation.edu.au/staff/learning-and-teaching/elearning-hub/video-recording/planning-your-video)
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| **Other information we should know** |  |

Please fill out the red sections of this document and email the form to the dedicated CLIPP staff member listed at the bottom on this form.

Please submit your form to: Jaimee Westin: j.westin@federation.edu.au