Cut List Form for Video Editing Requests

Please return completed form to:
Digital Media and Web Development, Instructional Communications Systems, UW-Extension
Questions? Contact Matt Stanosz (608-262-4551) or Kevin Adamzak (608-262-0615) or email either at:
dmwd@ics.uwex.edu **Cost is $15 per cut.**

Instructions and Sample Form:

Using the video file provided to you by ICS, please identify the type of event, (e.g., Mediasite), program title and date. On the form, 'TIME' refers to the timestamp on the video file. Use hours, minutes, and seconds (00:00:00) as needed. To "Cut" means that we will remove the video between the times you have indicated. To "Keep" means that we will leave that portion of the video in your final version. Please provide the first few words of each segment to help us verify your points of time. Any other specific instruction you can provide is also helpful. Use only one form per event (a single form may have multiple pages) and be a precise as possible. Here is a sample for your reference.

Today's Date: March 1, 2011
Type of Event: Mediasite
Program Title: How to create video clips
Program Date: February 1, 2011
Cut list form completed provided by: your name, phone number, and email address here
Billing contact: name, phone number, and email address of person who handles your billing

TIME	ACTION	INSTRUCTION ("Starts with" and "Ends with" phrases)	$15 PER CUT
0:00 to 0:12	Keep	Show the title slide for the first 12 seconds.	
0:12 to 6:10	Cut	Edit out this 6 minute (approx) segment. (it's just chatter before true program begins)	$15
6:10 to 10:54	Keep	Starts with: "Alright, let's get started…" Ends with "…you can help us do that."	
10:54 to 1:04:47	Cut	Edit out this entire segment of the program.	$15
1:04:48 to 1:16:00	Keep	Starts with: "Many good ideas…" Ends with Thank you. Goodbye everyone."	
1:16:00 to 1:16:09	Cut	Remove everything else to the end of the video.	$15
			Editing Cost
			$45

TIME	ACTION	INSTRUCTION (Starts with/ends with phrases)	$15 PER CUT
			Editing Cost

TIME	ACTION	INSTRUCTION (Starts with/ends with phrases)	$15 PER CUT

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