

AUDIOVISUAL AUTHORIZATION REQUEST

INTRODUCTION

Completion of form DI-551 (Audiovisual Authorization Request) is the first step in obtaining Departmental approval for a proposed audiovisual project. Failure to submit a DI-551, and obtaining authorization prior to beginning an audiovisual project is in violation of the Departmental Manual.

INSTRUCTIONS

Section A - Project

1. Working Title - Actual or working title of the production.
2. Production Format - Examples: videotape; motion picture; audio--analog or digital.
3. Distribution Format - Examples: 35mm, 16mm, 70mm, film, videotape (specify format), CD Rom, laser disc.
4. Estimated Running Time - Length of proposed production.
5. Copies Planned - Actual number of duplicate copies or prints required.
6. How will project be financed? - Include appropriation account number.

Section B - Cost Estimates

7. Estimated Project Costs - Estimate the entire cost of producing the production for the agency. Include all applicable categories for contractor costs only.

Section C - Approvals

Obtain bureau approvals. Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office of the Secretary		Requesting Office		Date Submitted	
	Name of Contact & Title			Signature		Phone
						Fax
	1. Working Title		2. Production Format		3. Distribution Format	
4. Estimated Running Time		5. Copies Planned		6. How will project be financed?		
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)					
	1. Script/Creative Development	\$	_____	6. Stock	\$	_____
	2. Equipment		_____	7. Talent		_____
	3. Personnel		_____	8. Post Production		_____
	4. Expenses		_____	9. Audio Post Production		_____
	5. Travel & Per Diem		_____	10. Duplication		_____
					TOTAL ESTIMATED COSTS \$ _____	
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR			BUREAU DIRECTOR		
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY			TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY		
	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation. _____ <input type="checkbox"/> Project Disapproved			<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.		
	Signature		Date	Signature		Date