

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.

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|-----------------------------|---|-------------------|----------------------|--|------------------------|----------|
| 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 |