

School of Dance Video Request Form

NAME:	
PHONE:	
EMAIL:	
**DATE NEEDED / /	
** Orders must be placed 3-weeks prior to date needed or RUSHED PROCESSING fee applies	
SHIP MY ORDER TO: (1 3 DVDS = \$8 + \$1 each additional 1 MINI DV = \$8 + \$1 each additional)	
STREET ADDRESS:	
CITY:	STATE:
ZIP:	

SELECTED pieces on DVD: \$3.00 per piece (# of pieces X \$3) + \$8.00 Processing/Storage Fee Complete Show* \$25 (subject to choreographer release)			
Data Format: (single pieces only) \$6.00 per piece + \$5.00 Processing			
Special Orders: Please contact A/V Room at 801-587-9182 or at info@dance.utah.edu for ALL special orders. Additional charges may apply to requests for pieces prior to 2005.			
RUSHED Processing: \$20.00 Flat Fee (**requests needed in less than a 3-week period)			
Prices are subject to change. You will be notified of additional charges prior to processing. If you order an item that is not available a refund will be processed.			
See our website: www.dance.utah.edu/facilities/audiovideo-services for more details			
FORMAT:	<input type="checkbox"/> DVD	Provide your own thumb drive and save \$5.00 processing fee.	
	<input type="checkbox"/> DATA		
AV ROOM USE ONLY:	YES*	NO	N/A
Date Picked Up/Shipped:		*Choreographer Release on file	

NAME OF CONCERT	SHOW DATE	TITLE OF PIECE	DETAILS: COSTUMES, # OF DANCERS, ORDER, ETC.	QUANTITY	COST
				\$	

Payment is to be made before the video is processed. Orders & payments are accepted in room MCD 108 or in the locked box outside of that office, not in the AV Room. Payments are accepted in check or cash (exact change please). Make checks payable to: School of Dance . Orders left in the locked box will be forwarded to the AV Room as quickly as possible.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">PROCESSING/STORAGE FEE</td> <td style="width: 20%;"></td> </tr> <tr> <td>ADDITIONAL FEES/SHIPPING/RUSHED ORDER</td> <td></td> </tr> <tr> <td>TOTAL AMOUNT OF ORDER</td> <td style="text-align: center;">\$</td> </tr> </table>	PROCESSING/STORAGE FEE		ADDITIONAL FEES/SHIPPING/RUSHED ORDER		TOTAL AMOUNT OF ORDER	\$
PROCESSING/STORAGE FEE							
ADDITIONAL FEES/SHIPPING/RUSHED ORDER							
TOTAL AMOUNT OF ORDER	\$						

I understand that use of this video is solely for my private use. Selected scenes of 3-minutes or less can be submitted for audition and/or used as part of a resume. No further copies of this video will be made. I understand that this video cannot be used to set another person's choreography work without his/her consent. I may not post or otherwise display any part of this video on public Internet sites such as YouTube, Facebook, etc. The University of Utah and School of Dance assume no responsibility for plagiarism and/or unauthorized reproductions of settings, which may result from this video copy.
 I the undersigned accept full legal responsibility for any misuse of the materials on this video.

X Signature of person ordering the video	Date	Office Use Only: Check # _____ Cash _____ Date Received: _____ Received By: _____
--	------	---