



Video Services Discovery Form

WorkSource Georgia

Thank you for your interest in WorkSource Georgia's Video Services! In order to accommodate you, we request that you complete this form **no later than two weeks before your video services are needed.**

POINT OF CONTACT INFO

First Name

Last Name

Email

LWDA#

LWDA Area

Your Title

TOPIC

The topic is (check all that apply):

- Event**
- Workshop**
- Job Fair**
- Success Story**
- Other:** _____

Tell us about the topic you would like filmed **and** why you think it would be beneficial to film it.

Date

Time

Address

Approx. # Of Attendees

This topic is part of a recurring series. Y N

INTERVIEW SUBJECTS

We like to have access to at least 3 interview subjects to discuss your topic. These can range from industry professionals to students or program coordinators. This section does not need to be completed in order to submit this form.

First Name

Last Name

Email

Job Title

First Name

Last Name

Email

Job Title

First Name

Last Name

Email

Job Title

I understand that I will need to schedule the interviews if I haven't already done so.

I understand that I am required to secure the proper permissions in the location and time of where and when we will be filming.

Please email this completed form or any additional questions to Andrea at ayoung@tcsg.edu. We will be in touch to schedule a quick phone call to discuss.



1. What kind of video projects do you film?

When we travel to LWDAs, we try to film for several different types of projects: Long documentary (around 4 minutes) and short clips (less than 2 minutes).

After we film, we'll go back to our office and start editing the footage into a video project which we'll share on our social media channels. We will also send the video files to you.

2. Will you provide the questions for the interviews?

If requested at least a few days in advance, we can provide the questions beforehand. Otherwise, we can provide them during the actual interview. We typically incorporate questions you would like to ask as well.

3. What kind of room do you need in order to interview subjects?

The best interview room is a controlled room:

- **quiet** in order to minimize background noise because we are recording audio.
- with at least one **power** outlet to plug in our lights.
- enough **space** to move furniture out of the way if needed. At least 12'x12' space.

4. Are there any other items you need during your interview?

- A table,
- at least 3 chairs,
- optional: set decoration like indoor plants, WorkSource branded items.

5. Can you interview more than one person at a time?

Yes, we'll just need an extra chair for each additional person.

6. What if some people present during filming don't want to be on camera?

No problem. Just let us know beforehand and we'll avoid filming them. In the event that they do end up on camera (some shots are unavoidable), we will blur their face for the final product.

7. What else do you need to film besides the interviews?

B-roll. B-roll is any additional footage we can film that doesn't require audio recording but helps to establish the environment, provide context, or support the story. While we can take care of the filming and make suggestions, it helps if you have ideas of interesting things to film.

8. What is the turnaround time to receive the final video project?

The turnaround time varies per project. For a long documentary, it usually takes no longer than a month.