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# Captioning Request Form

## What do I do?

If you are planning to show audio/visual in class, we require the audio/visual be captioned so a student in your class can have equivalent access to all classroom content. Please fill out this form and send back to us. Please use the guidelines below to ensure the captioned film(s) will be ready to show in class on the date requested.

- 1 week advanced notice for audio/visual less than 20 minutes.
- 2 week advanced notice for audio/visual longer than 60 minutes.

We will have the captioned film(s) ready and electronically delivered or ready for pickup to the professor one week in advance. Any film(s) planned to be shown from an online source, please provide us with the web link.

If we are not able to get a hold of the film ourselves, may we be given permission to borrow your copy to duplicate for captioning? We will abolish any duplicate copies upon completing the captioning job.

**Professor Name:****Course ID:**

First Course ID

**Audio/Visual Title:**

First Audio/Visual Title

**Audio/Visual Director:**

First Audio/Visual Director

**Audio/Visual Release Date:**

First Audio/Visual Release Date

**Audio/Visual Length:**

First Audio/Visual Length

**Web Link (if content is online):**

First Web Link (if content is online)

**Audio/Visual to be shown in class:**

First Audio/Visual to be shown in class

Month      Day    2015   

**Request format in:**

First Request format in

- MP4
- YouTube
- Quicktime

**Course ID:**

Second Course ID

**Audio/Visual Title:**

Second Audio/Visual Title

**Audio/Visual Length:**

Second Audio/Visual Length

**Audio/Visual Director:**

Second Audio/Visual Director

**Audio/Visual Release Date:**

Second Audio/Visual Release Date

Month      Day    2015   

**Request format in:**

Second Request format in

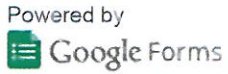
- MP4
- YouTube
- Quicktime

Please note, the captioned file(s) will be sent to your CBC email using WeTransfer. Due to copyright restrictions, we cannot send to personal emails. If the file is too large to send through WeTransfer, we will contact you to pick it up on a flash drive.

**Notes:**

Submit

*Never submit passwords through Google Forms.*



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