



Live Streaming Video – Request Guidelines

(Revised 7/9/13)

The process of offering live streaming video for any Longwood University event requires time and resources from multiple departments across campus. The following guidelines have been established to ensure that the investment of these resources is in the best interest of the university.

All requests for live streaming video:

- **Must have VP level or higher sponsorship** (i.e. request must come directly from the vice president or President’s Office)
- **Must have approvals from the Vice President of Information Technology Services (ITS) and Vice President for University Advancement**
- **Must provide a budget code for associated streaming costs**
- **Must support the mission of the university**
- **Should have external interest with expected viewership of more than 50 people**
- **Should have a “real time” need associated with the event** (as opposed to being recorded and available after the event)

Note: Alternative options to live streaming video include offering an “on demand” video recording after the event. If appropriate, this option should be utilized.



PLEASE NOTE:

All requests made for streaming services must be made at least two weeks prior to the event to be streamed.

Person Making This Request:

Title of Event:

Brief Description of Event:

Describe Need for Streaming:

Budget Code:

Approvals

Area Vice President Approval:

SIGNED

DATE

Vice President for University Advancement:

SIGNED

DATE

Vice President for IITS:

SIGNED

DATE

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