

Event Video FAQ

How do you identify events to shoot?

We use the SVA Calendar of Events to look for public events that are being hosted by or sponsored by SVA's undergraduate and graduate departments.

What if my event is not listed on the SVA Calendar of Events?

Chances are we don't know about your event and you should contact us directly if you would like it to be considered for coverage.

How do I know if my event will be covered?

In the weeks prior to the event, OLT will reach out to the host department to verify that event coverage is desired. If your event will be held at the SVA Theatre, it will be recorded by default by SVA Theatre staff.

If my event is recorded by the SVA Theatre staff can it still be edited by OLT and uploaded to SVA's YouTube and iTunes U channels?

Yes, it can be. OLT and the SVA Theatre have a workflow in place to ensure that those options are available.

Is there anything I need to do prior to the event?

Yes. Presentation and Recording Release forms must be signed by all persons appearing on camera prior to the start of the event. For our scheduling purposes, we ask that signed release forms be returned to us no later than the day before the event.

How long will editing take?

Our normal turnaround time is 2 weeks. We may finish the edit in less than 2 weeks and on occasion we may finish it in more than 2 weeks. We will do our best to get it to you and the online viewing public in a timely manner.

May we see the video before it is posted online?

Unfortunately no. Due to the volume of video content that we handle we do not allow for an approval process of finished work.

What happens if the speaker requests that a certain work be removed from the video?

As long as this is relayed to us in a timely fashion prior to the editing of the video, we will remove whatever it is that they would like removed.

Once the video is finished, may we have a copy?

Absolutely! When we are finished with your video we will email you a link where the video can be downloaded. We'll also add the YouTube and iTunes U links for your own promotional purposes.

An artists would like a copy of the video. Can you provide that to them?

No, we can not, but you can. Once you have your copy of the video you are free to share/distribute it in any way that you see fit.