

Dubbing Request Form

Requestor Information

Name:

Mailbox Location:

FLC ☐

EDC ☐

RCC ☐

Email:

Phone:

List Title(s) & Original Format (DVD or VHS)

DVD

VHS

Captions

1.

2.

3.

4.

Captions Note: Captions will be embedded (burned into) the video so they cannot be turned off.

Format Instructions

Please tell us the format (DVD or online/mp4).

Disclaimer: The quality of the dub will reflect the quality of the original. Media Services will not be responsible for damaged DVDs or VHS tapes.

Submit This Form

Submit this completed form along with your originals to Media Services (located in FL1-110 FLC main campus). Please allow for a two week minimum turn around. You will be notified by email when the dub is complete.

Media Services Office Use Only

Date Received:

By:

Notes:

Date Completed:

By:

Picked up:

☐

Campus Mail:

☐