



**NETWORK  
& MEDIA  
SERVICES**  
MDC HIALEAH CAMPUS

**SERVICE REQUESTS DEADLINES**

**GRAPHIC DESIGN**

**VIDEO**

**EVENTS/MEETINGS**

**TIMELINE**

**POSTER | FLYER | LCD**  
28 CALENDAR DAYS

**POWERPOINT BACKGROUND**  
3 BUSINESS DAYS

**VIDEO PRODUCTION**  
1 - 3 MIN. | 2 WEEKS  
5 - 7 MIN. | 5 WEEKS  
7 - 10 MIN. | 8 WEEKS

**PHOTOGRAPHY SERVICES**  
3 BUSINESS DAYS

**EVENT VIDEO**  
3 WEEKS FOR FINAL PRODUCT

**RAW/UNEDITED FOOTAGE**  
3 BUSINESS DAYS

**DETAILS**

**POSTER | FLYER | LCD**  
SPECIFY IF POSTER, FLYER OR LCD  
LCD : SPECIFY START/END DATE  
PROVIDE VERBIAGE  
(WHEN APPROPRIATE)

**POWERPOINT BACKGROUND**  
CONTENT IS USER'S  
RESPONSIBILITY  
USER WILL BE PROVIDED A  
PPT FILE WITH SINGLE SLIDE

**VIDEO PRODUCTION**  
ALLOW 2 ADDITIONAL WEEKS  
FOR RECORDING  
SCRIPT WILL NEED TO BE  
PROVIDED / CREATED

**PHOTOGRAPHY SERVICES**  
SELECTED PHOTOS UPLOADED  
TO CAMPUS SHAREPOINT  
SELECTED PHOTOS UPLOADED  
TO COLLEGE'S EXTENSIS CATALOG  
FULL PHOTOS AVAILABLE THROUGH  
MEDIA SERVICES DEPARTMENT

**EVENTS | MEETINGS**  
PROVIDE URL, POWERPOINT  
AND VIDEO FILES TO  
MEDIA SERVICES WITHIN 2 DAYS  
OF MEETING OR EVENT