



Membership Office
468 Crown Street
Brooklyn, NY 11225
T (718) 774-6000
F (718) 774-1121

Production Office
784 Eastern Parkway Suite 403
Brooklyn, NY 11213
T (718) 774-1800
F (718) 774-3402

Footage Research and Licensing Request Form

A. Please describe your project.

The description should explain the purpose of the video, its style and what point the footage will make. If the project has a treatment or script, please include it. Attach additional sheets if necessary.

B. Usage

Where and when will it show?

Do you intend to copy and/or distribute it in anyway?

Yes.

In what ways will it be distributed?

How many copies do you intend to make?

All copies will be distributed free of charge.
We will be charging for copies. Price?

No.



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C. What shots do you want?

1. **I know exactly where to find the following shots that I need.** Please tell us which type of program and clip you want.

Shot 1		
Living Torah	Farbrengen	Other Production
Volume # Program # Eye to Eye Talk Soul Strings Special Moment Timeless Moment My Encounter Other	Date Sicha/Maamar/ Nigun # Other	Name Segment (if applicable) Other
Begin Time End Time Most computer based DVD players allow you to see the time of the video as it plays.		
Add any additional description that may help us locate this shot.		

Shot 2		
Living Torah	Farbrengen	Other Production
Volume # Program # Eye to Eye Talk Soul Strings Special Moment Timeless Moment My Encounter Other	Date Sicha/Maamar/ Nigun # Other	Name Segment (if applicable) Other
Begin Time End Time Most computer based DVD players allow you to see the time of the video as it plays.		
Add any additional description that may help us locate this shot.		

Attach additional sheets if necessary.



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2. **I haven't found the following shots yet.** Describe in as much detail as possible the shots you are looking for. The more descriptive you are, the more likely we'll find the scenes you're looking for. If you have specific needs, describe the location, ("front of downstairs Shul in 770"), mood ("serious"), distance ("wide angle") and anything else. If you have specific words in your script or interview which you wish to illustrate with these scenes, please include them.

D. Do you want subtitle translations to be included in the version we ship to you?

In what language(s)

What format do you need the footage in? (all materials in NTSC – US Standard)

Beta SP DVCam Mini DV DVD WMV

What happens next?

We'll respond within four business days (not including Jewish Festivals) letting you know if your project is eligible. Eligible projects will also receive an estimate of the project fees and turnaround times.

If you have an urgent, rush requirement, researchers will have to be pulled off of other scheduled projects and related deadlines will have to be rescheduled. A rush fee is therefore required (assuming we are able to accommodate your needs at all). Please see our rate sheet for details.

Contact Information

Name	Organization	Full Address
Phone	Cell	
Fax	Email	

Print Name

Signature

Form must be signed by the head of the institution.
 (i.e., in a school "production" the school Principal or Director must sign.)