
Please review the IKBLC Webcast Request proposal [requests](http://ikblc.ubc.ca/resources/webcasts/webcasts-requests-and-usage/) and usage page before completing this form.

*NOTE: As of July 1, 2017 we adopted a cost-sharing model, whereby requesting agencies agree to cover 50% of the cost of recording and processing of a speaker or event. This 50% typically translates into $300 or $350 if the event is live-streamed.*

Submit your completed proposal either to **Gordon Yusko**, Assistant Director, Community Engagement, gordon.yusko@ubc.ca or **Kristen Wong**, Program Services Assistant, kristen.wong@ubc.ca. If you have questions or require assistance, you may contact either of them at the phone numbers listed in the [Our Team](http://ikblc.ubc.ca/aboutus/people/) section of our website.

|  |
| --- |
| **Description and Objectives:** Provide a description of the event, including the title of program, a brief speaker bio or an abstract, and indicate whether this is something new or existing. Describe how it meets the University’s strategic plan and how it meets the [broad mission](http://ikblc.ubc.ca/resources/webcasts/about-webcasts/) of the webcast program. What are the objectives of your event? Provide a clear description of what you want to accomplish with this lecture recording.  |
|  |
| **Target Audience(s)** (Select all that apply) |
| [ ]  Students[ ]  Faculty[ ]  Staff[ ]  Alumni | [ ]  Development/Fundraising[ ]  Research Audience[ ]  Community (non-UBC affiliation) [ ]  Other (Please elaborate: Click here to enter text.) |
| **Event Details:** Outline the details of the event requested for webcast recording, indicating timeline/ schedule, building/room information, audio/visual equipment, etc. of the event that will be used during and for the program. |
|  |
| **Budget Estimate:** Include a draft budget breakdown showing the expenses required for this production. [UBC IT provides [price list for on-campus services here](http://it.ubc.ca/services/lecture-capture/price-list-campus-event-services)]. ***[[1]](#footnote-1)*** Indicate how much you are requesting from the Irving K. Barber Learning Centre. If applicable, identify in-kind sources of funding for equipment (such as livestream, multi-camera, off-campus, wireless mics, etc). |
|  |
| **Promotion and Advertising:** How will your event be promoted? *(note: promotional materials for this event, e.g. website, posters, brochures, etc. should include the lrving K. Barber Learning Centre logo and recognition as sponsors. We will provide our logo for your usage.)*  |
|  |
|  |
| Name: |  |
| Title: |  |
| Unit/Organization: |  |
| Email: |  |
| Phone: |  |
| Signature of person submitting the proposal: |  | Date:  |  |
|  | Upload e-signature or print document & sign. |  |  |

1. ***Pricing is an estimate only and may change depending on the details of a specific event or recording.*** [↑](#footnote-ref-1)