



### **Audiovisual Production Request Policy**

The Simulation Center priority is to University simulation events.

The Simulation Center **does** accept requests for audiovisual assistance outside of simulation events (e.g. videotaping special events, lectures, guest speakers, etc.). Audio/video production requests may be submitted through the GVSU Simulation Center website, [www.gvsu.edu/simcenter](http://www.gvsu.edu/simcenter).

All submitted audio/video production requests are reviewed and accommodated based on Simulation Center's Calendar of Events and staff/equipment availability.

If the Simulation Center is unable to accommodate submitted audio/video production requests, the Simulation Center will loan a camera to faculty/staff and will assist with uploading videos to Panopto upon request.

If a camera is lent to a faculty/staff member an Equipment Loan Agreement form must be completed.