

## CAPTIONING REQUEST FORM

Today's Date:

### REQUESTER INFORMATION

Name:

Course & Section:

Email:

Phone Number:

1. Video/Audio Title:

Video/Audio Format:

Web address:

Date Needed:

Do you have a transcript? Yes No

Will the video be shown in its entirety? Yes No

If no, indicate timestamp:

2. Video/Audio Title:

Video/Audio Format:

Web address:

Date Needed:

Do you have a transcript? Yes No

Will the video be shown in its entirety? Yes No

If no, indicate timestamp:

3. Video/Audio Title:

Video/Audio Format:

Web address:

Date Needed:

Do you have a transcript? Yes No

Will the video be shown in its entirety? Yes No

If no, indicate timestamp:

Send completed forms to Lottie Smith – [lottiesmith@siu.edu](mailto:lottiesmith@siu.edu)

**OFFICE USE ONLY**

Request Taken By:

Date:

Captioning Completed by:

Date:

Materials Picked-up by:

Date: