



digital media outreach center
 @ UNIVERSITY OF DENVER
 dmoc@du.edu · 303.871.7713
 www.dms.du.edu/dmoc/

Organization Application Form Digital Media Outreach Center

Please mail completed application to:
 University of Denver, 2000 E. Asbury Ave.
 Sturm Hall, Office 216D
 Attention: DMOC
 Denver, CO 80208

Contact Information

Organization Name: _____

First Name: _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-Mail Address: _____

Organization Information

Please select the type of organization that you are representing:

- Non-profit Organization Not-for-profit Organization University of Denver Student Organization
 Other: _____

Please describe your organization and its mission (*Please attach a print brochure or current web URL*):

Project Description

Why are you interested in working with the Digital Media Outreach Center (DMOC)?

Please check, and rank in order of importance, all potential services that your organization is interested in:

- | | |
|---|---|
| <input type="checkbox"/> Web Development | <input type="checkbox"/> Digital Audio Production |
| <input type="checkbox"/> Basic Brochure Website | <input type="checkbox"/> Digital Video Production |
| <input type="checkbox"/> Database-linked Website | <input type="checkbox"/> Digital Literacy Training |
| <input type="checkbox"/> Interactive/ Animated Web Elements | <input type="checkbox"/> Technology Purchasing Consultation |
| <input type="checkbox"/> Identity and Branding | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> CD-ROM development | |

Please further explain the type and scope of project(s) you are requesting DMOC's assistance with:

Estimated completion date, for each service requested: _____

Please turn to the **BACK** for the **Production Worksheet** »

Production Worksheet

(This information will be very helpful in *jump-starting* your project.)

Website Host information (if applicable to project)

Do you have an existing website? YES NO

Do you currently have a registered domain name for this site? What is it? _____

Do you have a website hosting account? With whom? _____

Do you have the login and password for the FTP account? _____

Please have that ready and prepared for your project developer.

If not, do you need recommendations on setting up an account? YES / NO

If not, can you commit to the cost of domain name and hosting and to establishing those accounts before the completion of this project? YES / NO

Content

Are you requesting a website redesign? YES / NO Why? (Will content be primarily the same?) _____

Is the content (outline, body copy, images, photos, and logos) for your project created, collected, organized, and prepared for final production? YES / NO

Will you be able to do this BEFORE connecting with your project developer? YES / NO

What is the timeline for creation, editing, and final approval that will need to happen? _____

Media

What media types will be included in the production (e.g. photos, audio/video files, slide shows, etc.)?

Do you currently have these prepared and in what forms (Copy: Word, PDF; Graphics: TIFF, JPEG, GIF, PNG; Others)?

Updates and Maintenance

Do you plan to make updates internally? YES / NO

Will you need a DMOC volunteer to train a staff member to make updates internally? YES / NO

Will you need a DMOC volunteer to make updates? YES / NO

How might you hope for further assistance from DMOC for this? _____

Project Goals/ Objective

What do you want to accomplish through this project? Please be specific:

Target Audience

Who will primarily use this production? Please describe potential individuals and groups. _____

Primary Message

What do you want MOST communicated? _____

Tone/ "Feeling"

What feelings do you want your users to come away with? _____

Evaluation

How will you determine if your project is successful? _____

Other Notes