



CAPTIONING REQUEST

Date _____ Extension _____

Requested by _____ Dept/Division _____
Print

Requested Project Completion Date _____

Media Title(s)	Where Purchased

1. Copyright permission is required to legally caption media. The *Copyright Release* form **must** be signed and accompany the *Captioning Request* form.
2. Media captioned by IMC will become the permanent property of and reside in the IMC to abide with copyright law. The captioned media will be added to the IMC Media Catalog and may be checked-out on extended basis.
3. Submit Captioning Request, Copyright Release and media to the IMC.

Requestor's Signature _____