



PROJECT NAME:

ORGANIZATION / DEPT / DIVISION:

PRIMARY CONTACT NAME:

PHONE: _____ **EMAIL:** _____

DATE OF SUBMISSION: _____ **REQUESTED DATE OF COMPLETION:** _____

The Richmond Youth Media Program aims to connect our Youth Participants with opportunities to use the skills they've gained through the program in the real world. Some requests may require more than one youth to fulfill. Requests will be fulfilled by youth participants, with the support of RYMP staff. For event requests, a RYMP staff may accompany the youth.

Please provide us with the following information to help us understand the needs of your project. Based on your project needs, the Richmond Youth Media Program will propose a start date. Please note many projects and event requests need a minimum of 4 weeks lead time. Staff will review this proposal and meet with you to discuss the project timeline and resources required. A letter of agreement will be created that outlines the specific tasks and hours required for a RYMP participant to complete this project. Thank you for contacting the Richmond Youth Media Program.

1. Type of project:

<input type="checkbox"/> Event Photography	<input type="checkbox"/> Other
<input type="checkbox"/> Event DJ	

2. Preferred media format / services (check all that apply):

<input type="checkbox"/> Photography	<input type="checkbox"/> Music Soundtrack
<input type="checkbox"/> Video	<input type="checkbox"/> Audio
<input type="checkbox"/> Editing / Post-production	<input type="checkbox"/> Animation
<input type="checkbox"/> Voiceover (Narration)	<input type="checkbox"/> Other

3. Please choose one of the following:
 - There is no existing media material for the project.
 - There is some existing media material that can be used in the project.

4. What is the budget for this project?

<input type="checkbox"/> Under \$100	<input type="checkbox"/> \$500 - \$1000
<input type="checkbox"/> \$100 - \$500	<input type="checkbox"/> Other

5. Provide a brief description of your vision and goals for the end product. **Please include intended audience and desired length of final product or duration of event.**
