

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 2065

TITLE: USE OF COLLEGE MULTIMEDIA PRODUCTION FACILITIES

BASED ON POLICY: 2.06 GENERAL POWERS, DUTIES, AND
RESPONSIBILITIES OF THE PRESIDENT

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS

I. Purpose:

To provide for efficient use of the College multimedia production facilities

II. Procedure:

- A. To request the use of the multimedia production facilities and/or recording services email MultimediaSupport@southflorida.edu. Request for services should be submitted two weeks in advance of filming date, if possible.
- B. Employees requesting filming/audio recording services are responsible for preparing a script and/or outline (e.g., storyboard). Projects intended for use outside the institution require prior review and approval from the director, institutional communications.
- C. Specific details employed to accomplish the above can be found by contacting the coordinator, multimedia development and support.

HISTORY: Last Revised 9/16/2025

Adopted: 5/17/85

Reviewed: 5/15/15

Revised: 1/21/02, 6/1/05, 5/20/08, 7/10/12, 4/30/19, 9/16/25