

**OFFICE OF THE ASSISTANT SECRETARY FOR PUBLIC AFFAIRS  
AUDIOVISUAL CLEARANCE REQUEST**

SEE THE BACK OF THIS FORM FOR INSTRUCTIONS

**PROJECT ID NO.**

**CSD REC'D**

1. **TITLE/SUBJECT**

2. **OP/DIV**

**AGENCY**

**PROGRAM OFFICE**

**CONTACT PERSON**

**TELEPHONE**

**ADMINISTRATIVE CODE**

3. **TYPE OF PRODUCT**

4. **A. CATEGORY OF PRODUCT**

**B. TECHNICAL SPECIFICATIONS (Check applicable)**

**SOUND**

**COLOR**

**FILM SIZE**

**MUSIC ORIGINAL**

**ANIMATION**

**NARRATION**

**TAPE SIZE**

**MUSIC CANNED**

**LOCATION**

**STUDIO**

**LIVE**

**STOCK FOOTAGE (Off shelf)**

**LENGTH**

**B & W**

**SOUND EFFECTS**

**FOR EXHIBITS ONLY:**

**TYPE ONLY**

**ART/PHOTO DISPLAY AND TYPE**

**AUDIO COMPONENT**

**VIDEO COMPONENT**

**C. METHOD OF PRODUCTION (Check):**

**WHOLLY IN-HOUSE**

**WHOLLY UNDER CONTRACT**

**MODIFIED IN-HOUSE**

*(If this is checked, please specify what is to be produced under contract and what is to be developed internally)*

**D. ESTIMATED LIFE OF PRODUCT**

5. **PURPOSE AND JUSTIFICATION**

6. **INTENDED AUDIENCES**

7. **TRANSLATION:**     **YES**         **NO**

**LANGUAGE**

8. **METHOD(S) OF DISTRIBUTION**

9. **NUMBER OF COPIES**

**PRINTS**

10. **NAC TITLE SEARCH REQUIRED:**     **YES**     **NO**

*(If yes, attach completed NAC 202)*

11. **METHOD(S) OF EVALUATION**

12. **SCHEDULE:**

**DEVELOPMENT**

**FROM**

**TO**

**PRODUCTION**

**FROM**

**TO**

**DISTRIBUTION**

**FROM**

**TO**

**PROMOTION**

**FROM**

**TO**

13. PRODUCTION COST ESTIMATES:

	IN-HOUSE	PROCURED
A. RESEARCH & WRITING	_____	_____
B. PRODUCTION	_____	_____
C. RELEASE PRINTS	_____	_____
D. DISTRIBUTION	_____	_____
E. PROMOTION	_____	_____
F. OTHER <i>(Specify)</i>	_____	_____
 TOTAL	_____	_____
 GRAND TOTAL	<b>=====</b>	

SOURCE OF FUNDS

CONTRACTED PROCUREMENT:

YES

NO *(If yes, attach approved Form 524)*

14. APPROVALS:

	TITLE	SIGNATURE	DATE
AGENCY	_____	_____	_____
OP/DIV	_____	_____	_____
OASPA	_____	_____	_____