

文藻外語大學
 Wenzao Ursuline University of Languages
媒體製作申請表
 Application for Media Production

單位 Department		申請日期 Application Date	
姓名 Name		電話分機 Phone Extension	
電子郵件 E-mail			
單位主管 (簽章) Supervisor's Signature or Stamp			
申請內容 Request Details			
活動性質 Nature of the Activity	☐ 招生宣傳 Admissions Promotion ☐ 校內研習/學術活動 On-campus Workshop / Academic Activity ☐ 其他 Other: _____ (請填寫 Please fill in)		
申請支援工作內容 Requested Services	☐ 拍照 Photography ☐ 錄影 Video Recording ☐ 錄音 Audio Recording ☐ 剪輯後製 (腳本由申請人提供) Video Editing (Please provide the script) ☐ 音檔後製 Audio Post-Production ☐ 簡報 Presentation Design ☐ 海報設計 Poster Design ☐ 網頁橫幅設計 Web Banner Design ☐ 其他 Other: _____ (請填寫 Please fill in) ☐ 場地借用 Venue Request: ☐ 攝影棚 Media Studio / ☐ 錄音室 Audio Studio (教師個別案件者請填寫附表 1 For individual uses, please fill out Appendix 1)		

活動工作日期時間 Event Dates and Times	起 Starting Date/Time ____年(year)____月(month)____日(day)____時(time)____分 至迄 Ending Date/Time ____年(year)____月(month)____日(day)____時(time)____分止 共約 Total Time____日(day)____時(hours)
※活動工作日期時間僅限於拍照與錄影。 Photography and video recording services are limited to the scheduled event hours.	
活動拍攝地點 Venue	
影片後製需求 Post Editing Requirements	☐ 無 None (純粹活動錄影、照片拍攝 Purely for event recording and photo shooting.) ☐ 剪輯 Film editing (刪減多餘片段，請自行提供需刪除片段之秒數 Please provide the exact timestamps (in seconds) of the parts to be deleted.) ☐ 需有片頭影片 Opening Title (片頭名稱 Title: _____) ☐ 需加字幕 Subtitles (請附字幕檔案 Please attach subtitle file.) ☐ 需加配樂 Music (請自行提供版權音樂 Please provide copyrighted music) ☐ 其他 Other: _____ (請填寫 Please fill in)
成品型式需求 Final Output Format	☐ 簡報 PowerPoint ☐ 圖片 Image & photos ☐ 影片 Video ☐ 音檔 Audio ☐ 其他 Other
成品交付形式 Finished Deliverables	☐ 成品存入儲存裝置(光碟、隨身碟、記憶卡，請自行提供) Deliverables to be stored on storage device (Please provide CD, USB drive, memory card) ☐ 成品壓縮檔(雲端連結)下載 Download link for zipped file (e.g., Google Drive) ☐ 其他交付形式 Other format _____ (請填寫 Please fill in)
預計交付日期 Estimated Delivery Date	____年(year)____月(month)____日(day)

以下由教學發展中心填寫 The following should be filled by the Center for Teaching & Learning Development			
承辦人員 Staff		主任 Director of CTLD	
副教務長 Associate Dean of Academic Affairs		教務長 Dean of Academic Affairs	

※申請流程：申請人→申請單位主管→教學發展中心→教學發展中心主任→副教務長→教務長

※Sign-off process: Applicant → Head of Dept./Applying Unit → CTLD → Director of CTLD → Associate Dean of Academic Affairs → Dean of Academic Affairs

注意事項 Note:

1、自行提供之音樂版權問題由提供單位自行負責。(If specific music is requested, please ensure to provide its audio file(s) without copyright issues.)

2、教學發展中心僅提供一份成品母片，如需較多份數需求，請自行複製。

The Center will provide only one master copy of the final product. Applicants are responsible for making any additional copies if needed.

3、媒體製作時間視內容而定，影片後製需 15 個工作天以上，請申請單位衡量工作期程，注意提出申請的日期，避免因時間不足，影響產品品質或無法如期交件。

The media production time will vary depending on the content. Video post-production may require 15 or more working days. Applicants should carefully consider their project timeline and the application submission date to avoid compromising product quality or missing deadlines due to insufficient time.

4、若為教師個別案件(含產學、計畫案等)需借用場地者，請填寫附表 1，至出納組繳費後，提交繳費證明後方可使用場地。For faculty members applying for individual uses (including industry-academia cooperation projects or other research projects) that require venue rental, please first complete Appendix 1. After submitting the payment to the Cashier Section and providing proof of payment, the venue may be used.

附表 1 Appendix 1

場地租借繳費證明 Proof of Payment for Venue Rental	
租借場地 Venue Rental	☐ 錄音室 Audio Studio ☐ 攝影棚 Media Studio
費用 Fee	費用請參考【附表】媒體製作及場地項目收費表 Please refer to the [Appendix] Media Production and Venue Fee Schedule (請在借用前一週至出納組繳交費用 Please submit the payment to the Cashier Section one week before using)
出納組 Cashier Section	

*請洽承辦人確認場地使用時間 Please confirm the venue usage time with the CTLD staff.