

**U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY/OFFICE OF COMMUNICATIONS
WASHINGTON, D.C. 20240**

AUDIOVISUAL AUTHORIZATION REQUEST

INTRODUCTION

Completion of form DI-551 (Audiovisual Authorization Request) is the first step in obtaining Departmental approval for a proposed audiovisual project. Failure to submit a DI-551, and obtaining authorization prior to beginning an audiovisual project is in violation of the Departmental Manual.

INSTRUCTIONS

Section A - Project

1. Working Title - Actual or working title of the production.
2. Production Format - Examples: videotape; motion picture; audio--analog or digital.
3. Distribution Format - Examples: 35mm, 16mm, 70mm, film, videotape (specify format), CD Rom, laser disc.
4. Estimated Running Time - Length of proposed production.
5. Copies Planned - Actual number of duplicate copies or prints required.
6. How will project be financed? - Include appropriation account number.

Section B - Cost Estimates

7. Estimated Project Costs - Estimate the entire cost of producing the production for the agency. Include all applicable categories for contractor costs only.

Section C - Approvals

Obtain bureau approvals. Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office	Date Submitted
	Name of Contact & Title	Signature	Phone
			Fax
	1. Working Title	2. Production Format	3. Distribution Format
4. Estimated Running Time		5. Copies Planned	6. How will project be financed?
SECTION B COST ESTIMATES	7. Estimated Project Costs (Contractor Costs Only)		
	1. Script/Creative Development \$ _____	6. Stock \$ _____	7. Talent _____
2. Equipment _____	8. Post Production _____	9. Audio Post Production _____	
3. Personnel _____	10. Duplication _____		
4. Expenses _____	TOTAL ESTIMATED COSTS \$ _____		
5. Travel & Per Diem _____			
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR		BUREAU DIRECTOR
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY
	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation. _____		<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved Approval only required for projects in excess of \$50,000.00.
	Signature	Date	Signature
		Date	