Form DI-551
(Rev. 4/98)

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	$ _____
2. Equipment	_____	7. Talent	_____
3. Personnel	_____	8. Post Production	_____
4. Expenses	_____	9. Audio Post Production	_____
5. Travel & Per Diem	_____	10. Duplication	_____
		TOTAL ESTIMATED COSTS	$ _____

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
☐ Project Approved ☐ Project approved with the following stipulation. _____ ☐ Project Disapproved	☐ Project Approved ☐ Project Disapproved Approval only required for projects in excess of $50,000.00.
Signature *Date*	*Signature* *Date*