Service Overview
Visual Media Services (VMS) provides a full range of visual communication services to enhance, and promote UB initiatives. Our areas of expertise include video, photography, and design for print and new media. Our team of producers, photographers, and designers work together to conceptualize and develop the components for our media rich projects. We also work closely with clients to develop creative solutions to best fit their needs; which sometimes involves collaborating with project partners outside our department and working within preexisting project constraints. VMS also provides consultation to help clients develop project ideas and make recommendations on best methods for achieving client goals.

List of Services (Service Details)

Video
studio, location, and event videography • scripting • video editing • DVD authoring • duplication/web format • video duplication • outside vendor consulting

Photography
studio, location, and portrait photography • copy stand reproduction • image enhancement • panoramas • QuickTime VR objects

Design
brochures • displays • Flash animations • flyers • graphic design • illustrations • interactive learning modules • large format posters and handouts for poster presentations • logos • media packaging • scanning • signage • web graphics • window displays • 3D visualization and animation

Cost and Turnaround Time
The cost and turnaround time of our services varies depending on the complexity of a project. In general, we charge for the amount of staff time a project takes to complete (at a rate of $30 per hour) and for the materials used to produce the project. Contact VMS to get an estimate for the cost and timeframe for your project.
How to Get Started (How to Initiate a Service Request)
Contact VMS to schedule an appointment to discuss your project. Prior to contacting VMS, it is helpful if you have considered the following questions:
• When does this project have to be completed?
• What is your budget?
• What resources and content do you already have for the project (staff to assist with project, images, text)?
• Who is your primary audience for the project (students, peers, donors)?

Location and Contact Information
Visual Media Services is located in Abbott Hall on UB’s South Campus. To insure the best and quickest service please call ahead to make an appointment with VMS staff. If our South Campus location is not convenient for you we are also willing to travel to other UB campus locations for meetings.

Mailing Address
Visual Media Services • University at Buffalo • 430 Abbott Hall • Buffalo, NY 14214
General Phone
829-3030
Fax
716.829.XXXX
Email
XXXX@buffalo.edu
Web
http://its.buffalo.edu/services/XXX/index.htm

Additional Information and Related Resources
Any additional Info that might be of use
• info on other UB media providers (i.e. Creative Services)
Visual Media Services

• on and off-campus printing resources
• http://buffalo.edu/toolbox – UB image database, UB PowerPoint templates, UB logos, UB official colors and style guides