

Controlled Vocabulary

Resource Type	Formats		Located	Copyright
	Physical	Electronic		
Press Clipping	Print, 8.5 x 11	Raster Image/Photo:	Admin desktop, [directory\file]	[Company Name]
Rehearsal Photo	Print, 8.5 x 14	JPG	Admin laptop, [directory\file]	Agreement on file
Rehearsal Video	Print, large format	PSD	Co. Manager desktop, [directory\file]	Unknown
Interview Audio	Photo negative	GIF	Development laptop, [directory\file]	
Interview Video	Photo slide	TIF	Exec. Director's laptop, [directory\file]	
Performance Photo	Canvas	JP2	Artistic Assoc. laptop, [directory\file]	
Performance Video	CD	Vector Graphic:	Old hard drive, #____, [directory\file]	
Press Photo	DVD	AI	Backup hard drive, [directory\file]	
Press Video	VHS	SVG	DVD binder	
Donor Event Photo	DVCAM	CDR	Master videotape box #____	
Donor Event Video	Mini DV	INDD	Master DVD box #____	
Education Photo	3 1/2" disk	Audio:	Performance files	
Education Video	Zip disk	MP3	Engagement administrative/legal files	
Costume	Minidisc	WAV	Education files	
Set Piece		AAC	Company legal files	
Program		Video:	Company administrative files	
Venue Brochure		MP4	Company personnel files	
Poster		AVI	Production binder	
Souvenir		WMV	Rehearsal binder	
Educational Material		DAT	c/o Artistic Associate	
		F4V	c/o Rehearsal Director	
		FLV	c/o Merchandising	
		MOV	Director	
		Document:	Storage	
		PDF		
		DOC		
		XLS		
		WPD		