**MPAA SITE SECURITY DIRECT REQUEST PROGRAM**

**Instructions:** Please complete and return this document to the MPAA in order to receive a no obligation quote on the cost to have the MPAA conduct a content security inspection of your facility.

Information should be submitted via email to [**angelo\_trujillo@mpaa.org**](mailto:angelo_trujillo@mpaa.org)

|  |  |  |  |
| --- | --- | --- | --- |
| **Facility Name:** | |  | |
| **Parent Company Name:** | |  | |
| Date Completed: | |  | |
| Facility Address (Include State, Country and Zip Code): | |  | |
| Main Point of Contact: | | Name:  Phone:  Email: | |
| Facility Main Phone Number(s): | |  | |
| Office Hours: | |  | |
| Website:  Description of Services Offered at Facility: | |  | |
| **Site Information** | | | |
| Number of Full-Time Employees |  | Size of Facility (Square Feet or Meters) |  |
| Number of Temps/Freelancers (if any) |  | Number of Buildings |  |
| Hours of Operation |  | Approximate Number of Rooms |  |
| Number of Shifts |  | Number of Stories |  |
|  |  | Number of Entrances |  |
| Co-Located Businesses at Facility (if any) |  | Number of Exits |  |
| Number of Loading Docks |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Content Handling** | | | |
| Best Practice Facility Type (select all that apply)  Content Handled –  Type(s)  (select all that apply)  Content Handled –Window(s):  (select all that apply) |  | Other Certifications  Asset Management System  Production Software and Tool(s) Used  Production Bay(s): (e.g. audio, edit)  Central Storage Type(s) | Number of Bays:  Types: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Element Information** | | | | |
| Video Format(s)  Digital Media Format(s) |  | | Physical Media Format(s) |  |
| **Physical Media Transport Methods** | | | | |
| Physical Media Transport Method(s)  (select all that apply) | |  | | |
| **Digital Content Transfer Tools and Methods** | | | | |
| Content Transfer Tool(s) in Use  (select all that apply) | | **Internet Facing Web Portals**      **Point to Point Connections** | | |