



OFFICE OF PUBLIC INFORMATION

PUBLIC INFORMATION • CHOCTAW VIDEO •
CHOCTAW COMMUNITY NEWS

JOB REQUEST FORM

Please Print

Person Requesting Service: _____ Organization: _____

Contact Numbers: _____ (work) _____ (cell) Email: _____

Event Name: _____ Location of Event: _____

Event Date: _____ Event Start Time: _____ Event End Time: _____

SERVICE REQUESTED

VIDEO

- Event
- PSA
- Other

Video Fees:
\$100/hour – Shooting
\$150/hour – Editing

PHOTOGRAPHY

- Event
- Portrait
- Other

Photography Fees:
\$50 – Session
\$20 – Editing and CD

WEBSITES

- Design
- Other

Website Fees:
\$300 - Design

PRINT PRODUCTION

- Rack card
- Brochure
- Program
- Flyer
- Advertisement
- Other

*Prices vary; price list available upon request

Description of Services Needed:

*All requests **MUST** be submitted to the Public Information Office at least **7 days** before the event.

SIGNATURE (REQUIRED) _____ DATE _____

***** RETURN FORM TO THE OFFICE OF PUBLIC INFORMATION OR BY EMAIL TO:**

meshay.jimmie@choctaw.org ***

Office Use Only

Date Received: _____ Initials _____

Approved Disapproved PI Manager _____ Date: _____