



SOUND SYSTEM 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

Full Sound System (includes)

- Sound Engineer will be on site to set up speakers, microphones, monitor sound system and break down equipment at the end of event.

Fees for Full Sound System

\$50.00 for the 1st hour

\$15.00 for each additional hour

**A quote and invoice will be provided for services.*

Portable Sound System (includes)

- No charge to use portable system
- Individual will be responsible to pick up, check out and return with Choctaw Video.

** Any damage to the Portable Sound System will be charged.*

** Sound Engineer is unavailable for portable.*

Description of Sound Services Needed:

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

Funeral request **MUST be made during arrangements with Family & Community Services.*

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: _____