



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:  
fred.willis@choctaw.org \*\*\***

<b>Office Use Only</b>	
Date Received: _____	Initials _____
Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>	OPI Director _____ Date: _____