

OSDH Office of Communications A/V Job Ticket

Request for Taping/Photographic Services*: Video Audio Photography

Requesting Person/Service: _____ Phone #: _____

(*There is no charge for services. However, you are required to furnish all tape stock and assume travel/lodging expenses, for OSDH Office of Communications personnel. Still photographic services require you to supply your own film stock and pay outside production costs for developing and printing.)

Event/Subject: _____

Purpose: _____

Location(s): _____

Date(s): _____ Time(s): _____

(Please attach agenda) What realistic project completion deadline would best suit your needs: _____

Is Travel Required: Yes No Maybe

What is your MAIN message and who is your Target Audience: _____

(Continue on additional sheet(s) if necessary.)

Please describe how you envision the end product. Include/attach a brief script outline or treatment if the project is more involved than simply documenting a speaking event: _____

(Continue on additional sheet(s) if necessary.)

NOTE: It is the requesting party's responsibility to procure and maintain a signed photo-video consent form from all on-camera participants not employed by the State of Oklahoma. Blank forms are available in the OSDH Office of Communications, Room 410 & The OSDH Video/Telecommunications Studio, Room 345.

Signature (Requesting Party):

Today's Date: