

<b>MULTI-MEDIA SERVICES REQUEST</b> Media Solutions Division (405) 954-3151	ORIGINATING OFFICE	JOB NUMBER
	DATE OF REQUEST	PRODUCT DELIVERY DATE
PERSON TO CONTACT	PHONE NUMBER	ROUTING SYMBOL

FUNDING SOURCE

**VIDEO PRODUCTION SERVICES**

TITLE OF VIDEO:	EVENT DATE:
DESCRIPTION:	<input type="checkbox"/> <b>VIDEO/DVD/CD DUPLICATION</b>  NUMBER OF MASTERS NUMBER OF COPIES SIZE OF MEDIA (Total MB/GB)  LABEL ARTWORK: <input type="checkbox"/> B/W <input type="checkbox"/> COLOR
	PACKAGE IN: <input type="checkbox"/> PAPER SLEEVE <input type="checkbox"/> DVD CASE <input type="checkbox"/> JEWEL CASE <input type="checkbox"/> OTHER

**PHOTOGRAPHY SERVICES**

				UNITS/HR	UNITS/HR
EVENT INFORMATION:				PASSPORTS	WRITABLE CDR
<i>EVENT DATE</i>	<i>EVENT TIME</i>	<i>BLDG</i>	<i>ROOM</i>	PORTRAITS (In Studio)	PRINTS: 2" X 2"
DESCRIPTION:				CLASS PHOTO	PRINTS: 3½" X 5"
				RETIREMENT	PRINTS: 4" X 6"
				AWARDS	PRINTS: 5" X 7"
				AERIAL PHOTOGRAPHY	PRINTS: 8" X 10"
				DIGITAL PRINTING	PRINTS: 11" X 14"
				ARCHIVE PHOTOS	TRAVEL
				PHOTO CONSULTATION	COURIER (AMI-700)
				PHOTO COORDINATION	COURIER (STELLA)
				STUDIO SET UP	RUSH CHARGES
				DIGITAL PHOTOS	AA BATTERY – 4PK
				COMPUTER IMAGING	OTHER EXPENSES:
				SCAN IMAGES	
				CD WRITING	
				GENERAL LABOR	
				DATE COMPLETED:	COMPLETED BY:
<b>SERVICE(S) REQUESTED</b>		<b>OUTPUT(S) REQUESTED</b>			
<input type="checkbox"/> PASSPORTS		PRINTS: 2" X 2"			
<input type="checkbox"/> PORTRAITS (IN STUDIO)		PRINTS: 3½" X 5"			
<input type="checkbox"/> CLASS PHOTO		PRINTS: 4" X 6"			
<input type="checkbox"/> RETIREMENT PROGRAM		PRINTS: 5" X 7"			
<input type="checkbox"/> AWARDS PROGRAM		PRINTS: 8" X 10"			
<input type="checkbox"/> AERIAL PHOTOGRAPHY		CD/DVD			
<input type="checkbox"/> OTHER:		OTHER:			

**GRAPHIC DESIGN SERVICES**

				UNITS/HR	UNITS/HR
TITLE:				BRANDING – Billable	TRAVEL
DESCRIPTION:				BRANDING – Non Billable	SHIPPING COST
				GRAPHICS WORK	PRISM
				NAME PLATES	OTHER LABOR:
				FRAMING - SMALL	
				FRAMING - MEDIUM	OTHER EXPENSE:
				FRAMING - LARGE	
				FRAMING - XLARGE	
				DATE COMPLETED:	COMPLETED BY:

JUSTIFICATION FOR EMERGENCY (Requires division/staff manager signature)	NAME	TITLE
	SIGNATURE OF REQUESTING OFFICIAL	
NOTE: Requesting official assumes complete responsibility for use of copyrighted materials.		