



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:  
diana.solomon@choctaw.org \*\*\***

**Office Use Only**

Date Received: \_\_\_\_\_ Initials \_\_\_\_\_

Approved  Disapproved  PI Manager \_\_\_\_\_ Date: \_\_\_\_\_