

Public Affairs/Multimedia Work Order

Name, Rank:		POC Telephone/Email:	Date Requested:
Organization:			Requested Completion Date/Time
Purpose and Justification: <i>(Describe the purpose of the product, and who the product is for and, what, where and how the product will be used)</i>			
Support Required		Graphics	
		Video Copies	
		Photo	Video
		Recruiting	Public Information
Project Title		Date/Time Event	Location
Special instructions <i>(include coordination required, location time/date, transportation, POC etc.)</i>			
Signature of Requester			Date
<i>Official Use Only</i>			
Date/Time Received		Approved	Order Priority Number:
		Disapproved	
Completion Date/Time		Signature of Completion	