

Video/Photo Request Order

Name, Rank		Requester's Telephone/Email:	Date Requested:		
Organization:			Requested Completion Date/Time		
Purpose and Justification: <i>(Who and what is the product for?)</i>					
	Video		News Coverage		Photo
Product Description				Date/Time	Preferred method of delivery/Info: <i>(i.e. E-mail, or mailing address)</i>
Special instructions:					
Signature of Requester <i>(If filled out electronically just print name).</i>					
<i>Official Use Only</i>					
Date/Time Received			Approved	Order Priority Number:	
			Disapproved		
Completion Date/Time			Signature of Completion		

