

Work Order No _____



CITY of CALABASAS



CTV - PRODUCTION REQUEST

CTV is a Government Access Channel, as outlined in the Federal Cable Communications Act of 1984, created for the dissemination of government-related information to the viewing public. Please fill out the form completely: incomplete information will not be accepted. Return this form to Deborah Steller at least 5 working days in advance. Fax number (818) 225-7363.

DVD: ___ Editing: ___ Videotaping: ___ Digital Photo: ___ PP Presentation: ___
Photoshop Work: ___ Aerial Photography: ___ Scanning: ___ VHS Tape: ___ Other: _____

Date of Request: _____

Department _____ Contact Person (print) _____

Department Head Approval (signature & date needed) **X** _____

For Which Meeting/Event - Date and Time _____

Additional Notes:

Assigned to: _____

Date Assigned: _____

Authorized by: _____

Date Completed: _____

Time Required: _____

Initials: _____