



SERVICE REQUEST FORM

COMPLETE THIS FORM AND RETURN TO THE DEPARTMENT OF COMMUNICATIONS, BUSINESS & COMMUNITY PARTNERSHIPS

Email to: public.relations@ocsdsc.org

Requester : Contact Number :

Department : Date :

REQUESTED SERVICE

- Editorial Services - reviewing press releases, media advisories, and copy editing (10 business days prior to the desired date of delivery)
- Photography (3-5 business days prior to desired date of service)
- Design and Review Services - reviewing brochures, pamphlets, booklets (10 business days prior to the desired date of delivery)
- OCS D Web Content Changes - creating new pages or updating content on external website and internet (10 business days prior to the desired date of delivery)
- Video Services - production, taping, editing (15 business days prior to the desired date of delivery)
*15-day window is for basic video services only; please consult with video staff for advanced video needs
- Media - media training and interview coordination and creation
- Strategic Marketing/Communications Plans (30 business days prior to the desired date of delivery)
- Other :

DETAILS & SPECIFICATIONS

Requester's Signature

COMMUNICATIONS DEPARTMENT USE ONLY

Received : Approved :

Date to be Completed : Completed :