



Video Services Request Form

801 Crawford Street • Portsmouth, VA 23704 • tel. (757) 393-5143 • Fax (757) 393-8265

Please complete this form to request videotaping of an event. All requests must be received (2) weeks before the actual date of the event. Further notice may be required for special projects. Approved request will (only) be taped for broadcast on PCTV. Decisions are based on newsworthiness, normal broadcast guidelines, scheduling constraints and the mission of the City.

Forms may be submitted via mail, email or fax to *The Portsmouth Channel, 48*. Copies of the form are available online at www.portsmouthva.gov.

Contact Name: _____ Contact Number: _____

Event Name: _____ Event Coordinator: _____

Event Date: _____

Event Time: _____

Event Address: _____

Event (Expected) Length: _____

Event Description: _____

Expected Attendees: _____

Will there be speaker's podium? _____

Are you expecting other press? _____

Special Instructions: _____

Portsmouth Channel Television is owned and operated by the City of Portsmouth and in not a commercial or revenue producing cable casting entity. Programming designed to sell a product or service, solicit commercial activities not in accordance with the mission of the City Government is not permissible.