



* REGULATORY & COMPLIANCE
 * MEDIA PRODUCTION SERVICES

FAX (313) 224-2411
 OR (313) 964-7442
 DC3@CABLE.CI.DETROIT.MI.US



Media Production Service Request Form

Requests must be submitted at least 14 days prior to the date for requested service.
 Please complete all information requested.

Submission Date: _____

Section 1 – Event Information

Event Date & Time: _____

Event/program name & brief description: _____

Location (please provide exact information, i.e. building name, address, suite number, cross streets, etc.):

Section 2 – Identify need for media services

Please select all that apply:

Promote specific event or service
 Inform public about government services/programs/initiatives
 Inform public about community programs/services/initiatives
 Cover Press Conference/Town Hall Meeting
 Public Service Announcement (City of Detroit departments only)
 Promotional Spot (City of Detroit departments only)
 Other. Please explain _____

Section 3 – Requester Information

Please select one and fill in space provided:

City of Detroit Department
 Community Organization/Agency _____
 Educational Institution _____
 Business _____
 Other _____

Contact Person/Title: _____
 Phone Number: _____ Email: _____

The Detroit Cable Communications Commission-Media Production Services Staff
 will advise Customers about coverage options, which include:

- Partial Coverage (interviews and limited event/program coverage for airing on News 10)
- Full Coverage (multiple-video camera coverage of an entire event/program. Please note that production fees may be applicable).
- Promotional Services Program (production of Public Service Announcement or Promotional Spot)

Kwame M. Kilpatrick, Mayor