



JPS Instructional Television  
621 South State Street  
Jackson, MS 39201  
(601) 960-8865

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## VIDEO PRODUCTION REQUEST

**Project Working Title:**

**Today's Date:**

**Event Date:**

**Project Deadline:**

**Project Leader Name & Title:**

**Project Leader Phone:**

**Project Leader Email:**

**Department:**

**Which category best describes your project?**

Training

Event

Instructional

Promotional

PSA

**Project Description:**

**Objectives:**

**Shoot Locations:**

**On what format or delivery system will final product be viewed?**

DVD

YouTube

Email

JPS ITV On Demand

Broadcast

What is your availability during the process? (Time should be allotted for preproduction meetings, organizing production needs and attending shoots as needed.)