

Communications Dept. CCPS-TV24 Request Form

For Video Production assistance from the Communications Dept., please complete the form.

Our Policies and Procedures for Video Production requests are as follows:

- Approval of services will be based on resources and the availability of personnel.
- Priority will be given to programs that can be broadcasted on CCPS-TV24.
- Please request services at least two (2) weeks prior to your event for best chance of securing personnel for your production.
- Some services may incur a fee, or could be outsourced.

Name

Department/School

Name of Event/Description

Date/Time of Event

Location of Event

Email and Phone Number of Event Contact

Please email completed form to: patrick.moore@clyaton.k12.ga.us