



Request for Service

- Form must be submitted at least two (2) weeks prior to event. -

Please submit via eMail to KSBG@sbcisd.net

Event: _____ Event Date: _____

Event Location: _____ Event Time: _____

Requestor: _____ Phone No. _____

Requestor Campus, Program or Department: _____ Is this an annual event? Yes No

Is this event part of a districtwide campaign, event, holiday or activity? Yes No Has KSBG covered this before? Yes No

Explain _____ Is this event after hours or weekend? Yes No

Account No.: _____ *May be charged for these services*

Service Requested: _____

Event / Activity Description: _____

Internal Use

Control No.:

Denied Rationale: _____

Approved By: _____

Assigned to: _____

CG - Graphic

Information and/or photo about the event will be included in a graphic that will air between video shows. See program schedule.

Story Package

Event will be covered as a story that includes video highlights, natural sound and interviews. May air alone or as part of a newscast. See program schedule.

Switch (S2T)

Full multi-camera production. Cameras, sound, graphics and possible commentators. Reserved for larger, more complicated productions. Usually aired in its entirety. See program schedule.

Live Event

Typically includes all of "Switch" plus the ability to broadcast live. These events are planned in advance and require our extended team. Usually aired in its entirety. See program schedule.

Special Instructions: _____