



CLIENT INFORMATION

TODAY'S DATE	PHONE
NAME	_EMAIL
DEPARTMENT	_
PROJECT INFORMATION	
PROJECT NEEDS: *Check all that app	oly
PROJECT NEEDS: PHOTOGRAPHY VIDEOGRAPHY	
SOUND ENGINEER	
PROJECT DESCRIPTION:	
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PROGRAMS: PLEASE INCLUDE PROJECT DEADLINES, NUMBER OF MICS NEEDED, TYPE OF MIC WHETHER HAND HELD, ON A STAND, LAPEL AND OR HEADSET MIC.	
SUBMISSION OF THIS FORM IS REQUIRED FOR ALL REQUEST TO THE LIFE MEDIA	
DEPARTMENT 2 WEEKS IN ADVANCE OF YOUR EVENT.	