



VIDEO SERVICES REQUEST FORM

Please complete the following information to request video services. PCTV's primary mission is to record to air on our municipal channel. We are not a video archive service. All requests should be submitted two weeks prior to the event, and will be reviewed for approval by our department. Requests may be submitted via e-mail to pacel@portsmouthva.gov, delivered or mailed to:

Department of Marketing and Communications
801 Crawford Street • City Hall 5th Floor • Portsmouth, VA 23704

Name of Primary Contact: _____ **Date of Service:** _____

Name of Event: _____ **Time:** _____

Location/Address: _____ **Brief Description:** _____

Special Instructions: _____

Portsmouth Community Television (PCTV) is owned, operated, and managed by the City of Portsmouth. The station does not sell, solicit or promote products, and the City of Portsmouth has the first right of refusal as it pertains to content of programming. PCTV does not endorse political agendas, campaigns or persons for public office either locally, regionally or nationally. For a more comprehensive scope of services, please contact the Department of Marketing and Communications

For more information, please call:
LaVoris A. Pace, Director of Marketing & Communications
393-4451 • Ext. 6264

Wendy Voliva, Marketing Manager
393-5143 • Ext. 6265

Dana Woodson, Public Affairs Officer
393-8641 • Ext. 6268

Thank You!