

MDW Video Production Request Form		Click here for form instructions	
Click here to attach supporting documentation		1. Component Requesting Support:	
2. Command:		3. Agency:	
4. Customer Rank/Name:	5. Customer Phone Number:	6. Customer Email address:	
7. Event (retirement, promotion, awards, town hall, DV arrival, wreath laying, etc.):		8. Location of event/production:	
9. Date of Event/Production:	10. Start Time: (HH:MM)	11: End time: (HH:MM)	
12. Additional comments or information about this request. For retirements, promotions and other ceremonies, provide the name and rank of the honoree.			
13. Rank, Name, Title and Organization of Principal Official hosting or in attendance:			
14. Justification. (MDW Video Production products and services are available for official purposes only in accordance with DAPAM 25-91 and DODI 5040.02.)			
15. Purpose (How does this VI support contribute to senior leader priorities):			
16. Products Requested: (Check all that apply)			
	Location "Remote" recording/production		Location live stream
	Virtual Event (no physical cameras)		Streaming/Virtual Platform:
16A. Additional information for products requested:			
Required information concerning COVID-19 mitigation procedures			
17. Please certify that all current and existing COVID-19 mitigation guidelines published by DOD, WHS and Army will be strictly followed. Information can be found in building circulars and policy memorandums.			
18. What specific COVID-19 mitigation measures will be in place and enforced?			
19. Has a safety assessment for the event been performed by Army Public Health or other appropriate public health agency? Provide the date of the assessment and the POC information here along with any recommendations from APHC.			
20. Digital signature by a Military or DoD Civilian employee indicates that the information submitted on this form is accurate, and that requested products/services are "For Official Purposes Only" IAW DAPAM 25-91 and DODI 5040.02.			