



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 three weeks prior to the event, and will be reviewed for approval by our department. Requests may be submitted via e-mail to cohen@portsmouthva.gov, delivered or mailed to:

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

Name of 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 nor promote products, good or services. Video production services are not for sale to private-sector businesses nor city employees. City of Portsmouth has the first right of refusal as it pertains to content and subject matter. PCTV is non-partisan, and does not endorse nor promote political agendas, campaigns or persons running for public office neither locally, regionally or nationally. For a more comprehensive scope of services, please contact the Department of Marketing, Communications & Tourism.

For more information, please call:

Aaron Cohen, Video Services Manager
801 Crawford Street • 5th Floor • Portsmouth, VA 23704
(757) 359-9504

LaVoris A. Pace, Director of Marketing & Communications
393-4451 • Ext. 6264

Thank You!