



Name of Event:	Date of Event:
Start Time:	End Time:
Location Address:	Delivery Date:
Contact Person:	Company Name:
Contact E-Mail:	Address:
Contact Phone:	City, State, Zip
Type of organization: <input type="checkbox"/> Non-Profit <input type="checkbox"/> School <input type="checkbox"/> Government <input type="checkbox"/> Community <input type="checkbox"/> Business <input type="checkbox"/> Private <input type="checkbox"/> Akakū In-house	
On Location: <input type="checkbox"/> Single Camera <input type="checkbox"/> Multiple Camera <input type="checkbox"/> Mobile Device <input type="checkbox"/> Live on Location <input type="checkbox"/> Single Speaker (Podium) <input type="checkbox"/> Multiple Speaker (Panel)	
At Akakū: <input type="checkbox"/> Studio Recorded <input type="checkbox"/> Live Studio <input type="checkbox"/> Post Production <input type="checkbox"/> PSA or Promotion <input type="checkbox"/> Graphics Creation <input type="checkbox"/> Collect Media Assets <input type="checkbox"/> Transcode or Digitize	
What have you budgeted for this project? <input type="checkbox"/> \$100 - \$300 <input type="checkbox"/> \$300 - \$500 <input type="checkbox"/> \$500 - \$1000 <input type="checkbox"/> \$1000 - \$5000 <input type="checkbox"/> No Budget at this time	
Briefly describe the event details and your target audience: 	
Delivery: <input type="checkbox"/> Akaku Broadcast <input type="checkbox"/> Edited Program <input type="checkbox"/> Camera Raw <input type="checkbox"/> DVD <input type="checkbox"/> Blue Ray <input type="checkbox"/> QT Movie Master <input type="checkbox"/> Web Upload <input type="checkbox"/> DVD Copies	
We request at least one week advance notice to review and schedule your proposal. A bid will be returned with detailed costs upon review of this proposal. A 50% deposit is required before Akakū can schedule the production. The remaining 50% will be due upon completion.	
To Be filled by Staff Only	Date /Time Received:
Staff Producer:	Proposal #: