



illinois information service request form

If you have any questions regarding how to complete the form, please contact Lisa Griffith (IIS Operations Manager) at lisa.griffith@illinois.gov or 217-524-0804 for assistance.

Today's Date: _____

Event/Video Specs

Date of Event(s)/Video _____

Event Start Time: _____ Expected Finish Time: _____

Event Name (Slug): _____

Contact: _____

Phone: _____ Cell: _____

Agency for Billing: _____ Div: _____

Billing Contact (if different): _____

Event Site Name: _____

Address: _____ ZIP Code: _____

Site Contact: _____ Site Phone: _____

Site Needs

Camera (videographer) Still Photo Lights Multibox Teleprompter

Do you need a PA System? Yes No

Will you need a Video playback (VHS/DVD)? Yes No

Will this event be Uplinked? Yes No

What time would you like the Uplink? _____

Additional Requests: Podium (IIS does not own any), hand held mics, lav mics, music playback (CD/Cassette).

Requested By: _____ Title: _____

Phone: _____

Please print out the completed form and email completed form to lisa.griffith@illinois.gov.