

Directions: Please fill out the blue areas and email to 166.AW.PA.Public.Affairs@us.af.mil or drop off at the PA office in the Wing HQ Building, NLT five duty days prior to the event.

MULTIMEDIA WORK ORDER				1. Work Order No.	2. Priority	3. Reimbursable
7. Requester (Last Name, First Name)		8. Grade	9. Telephone No.	4. Date/Time Received (YYYYMMDD)		5. Logged in By
10. Organization	11. Office Symbol	12. E-mail Address		6. Projected Completion Date/Time		
13. Classification	14. Classified By			15. Downgrade Schedule		
16. Support Required	Graphics	<input checked="" type="checkbox"/>	Photo	Video	Presentations	
	VTC/DL	<input type="checkbox"/>	Self Help	Other (Specify)		
	Training	<input type="checkbox"/>	Recruiting	Public Information	Combat Readiness	
	Medical/Dental	<input type="checkbox"/>	Installation Support	Research, Development, Test & Evaluation		
17. Function Supported (Mark all that apply)		Intelligence, Reconnaissance, Criminal Investigation		Other (Specify)		
18. Purpose and Justification (Describe who, what, when, where and how the product will be used.)						
19. Project Title			20. Date/Time Event (YYYYMMDD)		21. Location	
22. Description and Special Instructions (Include coordination required, location, time/date, transportation, etc.)						
23. Disposition of Materials Furnished		<input type="checkbox"/> Return to Requester	<input type="checkbox"/> Destroy	<input type="checkbox"/> Retain		
24. I certify the products and services received from this request are for official government use only.						
Signature of Requester					Date (YYYYMMDD)	

25. CUSTOMER CRITIQUE																			
Customer Service (Please "X" one)	Poor						Average						Excellent						
	1	2	3	4	5	6	7	8	9	10									
Response Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Product Satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Customer Comments																			

26. ACCEPTER INFORMATION				
27. Signature		28. Acceptor (Last Name, First Name)		29. Grade
30. Organization	31. Office Symbol	32. Telephone No.	33. Date/Time Accepted (YYYYMMDD)	34. Total Reimbursable Cost

35. PHOTO				
Assignments	Studio	Copy	Location	Alert
Number of Images				
Process	Roll	Sheet	Electronic	
Products Delivered	Prints	Proof Sheet	Accessioned	Total
Electronic				0
Manual				0

36. VIDEO SERVICES							
Assignments	CAC	Duplication	Editing	Off-Air/ Satellite	Recording	Standards Conversion	Total
Video Minutes							0
Products Delivered	Raw Footage	Edited	Duplicated	Accessioned			
Quantity of Media							

37. GRAPHICS															
Products Delivered	2D/3D Art	Animation	Book Covers	Certificates	Charts	Multimedia Presentations	Name Plates	Posters	Pub Pages	Signs	Slides	Web Page Design	WSV	Accessioned	Other
Electronic															
Manual															

38. PRESENTATIONS AND VTC				
Tasks	Conference Set Up/Tear Down	Conference Facilitation	VTC Set Up/Tear Down	VTC Facilitation
Hours				

39. TASKS AND MATERIALS						
Task Description	Performed By (Grade and Last Name)	Hours	Materials Used	Units	Cost Each	Total Cost
Admin						
site survey/ travel						
shoot						
edit						
afpims						
social media						
AFMC, DVIDS						\$0.00
Total Hours		0	Total Material Cost			\$0.00

40. PRODUCTS DELIVERED	41. QTY	PRODUCTS DELIVERED	QTY

42. QUALITY CONTROL	
Date/Time Completed (YYYYMMDD)	QC Performed by (Grade and Last Name)

43. CUSTOMER NOTIFICATION		
Date/Time Notified (YYYYMMDD)	Person Notified/Remarks	Notified By (Grade & Last Name)