



Allen ISD Media Request Form: **Athletic Events**

Date/Time/Location:

Event Name:	
Event Date:	
Event Start Time:	
Event Location:	

Company and Contact Information

Company Requesting	
Event Access:	
Mailing Address:	
City/State/ZIP+4	
Website/Social networking sites:	
Pass Requestor:	
Job Title:	
Email & Phone #:	

Type of Media Request:

- Writer
- Videographer
- Photographer
- Other (Please specify)

Access Requested:

Field/Floor Access

Yes No

passes requested _____

Press Box Access?

Yes No

passes requested _____

Additional Crew Members (include contact info):

Supervisor Name:	
Job Title:	
Email & Phone #:	

Specifics:

What is the reason for this request?

What types of photos are planned?

Will these photos be available for sale?

Yes No

What kind of equipment will you use?

Will you conduct personal interviews?

Yes No

If so, with whom?

Notes:

- Press boxes in stadiums have limited space available; advance notice is **MANDATORY**
- **No 'on demand' press credentials available on site.** All requests must be approved in advance:
- All requests must be received no later than 4 PM the day preceding the event. Forms may be fax to 972-727-7103 or emailed to jeffery.chaney@allenisd.org**
- Allen ISD retains right to use photos/video footage produced for our own promotional purposes free of charge
- A copy of video/clip of article/CD of photos is to be sent to the Allen ISD Athletic Department when the project is complete. Please ship to: **Jeff Chaney**
AISD Athletic Department
301 Rivercrest Dr.
Allen, TX 75002