

**Production Request Form**

**Section 1 – Contact Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

**Section 2 – Production Request**

Title: \_\_\_\_\_

Type: \_\_\_\_\_

Please describe what you want to produce:

Where will this production be displayed? \_\_\_\_\_

**Section 3 – Equipment**

Please list what equipment you require:

## Section 4: Accident, Medical, and Media Release Form

I, \_\_\_\_\_, who is requesting production services from Maka Boy Media Productions, releases all members of Maka Boy Media Productions of any claim for damages, liability, injury, expense, or loss on account of any negligence or other wrong doing that may occur during production. We also agree to indemnify and hold harmless those persons above on any claim arising out the production activities under this agreement. In case of accident or need for medical attention, I will be responsible to take care of treatment for the injured.

I also hereby give permission to Maka Boy Media Productions, to film, tape, or otherwise record my name, voice, and/or person. I understand that these recordings may include news releases to include photographs about Maka Boy Media Productions and other media releases to publicize Maka Boy Media Productions and open-circuit (broadcast), closed-circuit, and/or cable television transmission within or outside of the State of Hawai`i in perpetuity. I also understand that there will be no financial or other remuneration for recorded materials, either for initial or subsequent transmission or playback. Maka Boy Media Productions, may also use my name, likeness, and/or bibliographical identification for publicizing and promoting the use of these recordings.

Further, I have read the entire request form and agree to its contents.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

### Office Request

Date Received	Approved	Date Approved/Rejected	Signature
	<p style="text-align: center;">YES      NO</p>		