AIS scripting and recording job request

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| **Client details** |
| **Have you had your start up conversation with the Aboriginal Interpreter Service recordings team about your project?** | Yes / No |
| **Are you applying as an individual or an organisation?** | Individual / Organisation |
| **Contact full name** |  |
| **Mobile** |  | **Landline number** |  |
| **Email** |  |
| **If Organisation, who is the requesting agency?** |  |
| **ABN** |  |
| **Section or business unit** |  |
| **Billing contact full name**If different from primary contact |  |
| **Billing address** |  |
| **Phone** |  | **Billing reference** |  |
| **Project details** |
| **Project name** |  |
| **What is the purpose of the project?** |  |
| **What language is required?** |  |
| **Do you require a male or female interpreter?** Mark answer with an ‘X’. |
| **Male** |  | **Female** |  | **Both, male and female** |  | **Either, male or female** |  |
| **Who is the target audience?** |  |
| **What will the end product be?**For example, talking posters, DVD |  |
| **What is the length of the recording?**For example, time restriction on length of recording |  |
| **What is the proposed project completion date?** |  |

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| **If an interpreter is required to travel you may be required to pay travel costs.** |
| **Is your organisation prepared to cover travel costs?** | Yes / No |
| **Attachments** |  |
| **A copy of the final script attached** | Yes / No |
| **Supporting documents attached** | Yes / No |
| **Submit**Email your completed form to AIS.RecordingandProduction@nt.gov.auContact the recordings and production team if you would like to discuss your project on 08 8999 6060.**Collection notice**The Aboriginal Interpreter Service manages personal information in accordance with the [Information](https://infocomm.nt.gov.au/privacy/collection-of-information) [Privacy Principles](https://infocomm.nt.gov.au/privacy/collection-of-information)[1](#_bookmark0) (IPPs) in the *Information Act 2002* (NT), which regulates how organisations may collect, use, disclose and store personal information and how individuals may access and correct personal information held about them.To process your request for an Interpreter, the Aboriginal Interpreter Service requires personal information from you to help us understand you and your needs, and provide you with the best service. Failure to provide relevant information about the recording project and other requested details as outlined in the booking request may result in the Aboriginal Interpreter Services being unable to provide you with a service, or the most appropriate service.If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact the [Aboriginal Interpreter Service](https://nt.gov.au/community/interpreting-and-translating-services/aboriginal-interpreter-service/contact-aboriginal-interpreter-service)[2](#_bookmark1). For more information, read our [privacy policy](https://cmc.nt.gov.au/aboriginal-affairs/aboriginal-interpreter-service/aboriginal-interpreter-service-privacy-policy)[3](#_bookmark2). |

1 <https://infocomm.nt.gov.au/privacy/collection-of-information>

2 [https://nt.gov.au/community/interpreting-and-translating-services/aboriginal-interpreter-service/contact-](https://nt.gov.au/community/interpreting-and-translating-services/aboriginal-interpreter-service/contact-aboriginal-interpreter-service) [aboriginal-interpreter-service](https://nt.gov.au/community/interpreting-and-translating-services/aboriginal-interpreter-service/contact-aboriginal-interpreter-service)

3 <https://cmc.nt.gov.au/aboriginal-affairs/aboriginal-interpreter-service/aboriginal-interpreter-service-privacy-policy>