

## Service Request Form Office of Public Relations

**We would like to request for**  Photography of an event  Videography of an event

Event Title					
Location		Time		Duration	
Event Date					
Delivery Date					

### We would like to request for Press Release

Yes  Pre-Event (Notice and Announcement)  
 No  Post-Event (News and Events)

Event Title	
Venue	
Date & Time	
Chief Guest & Other Guests	
Other information that you would like to add	

### Requested By

Name	
Department/Office	
Email	

**\*\*\* This form needs to be submitted at least 3 working days in advance.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature  
Head of the Department/Office