

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 you might like to add	

We would like to request for equipment's from IT Yes No

Multimedia Projector Laptop Wi-Fi Internet
 Need assistance from IT Sound System Live Streaming Presentation Pointer

Other equipment you might need	
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We would like to request for equipment's from IT

Name	
Department/Office	
Email	

*** This form needs to be submitted at least 3 working days in advance. Must Submit one copy of this form at Office of PR and One at Office of IT.

Signature

Signature
Head of the Department/Office