



(Meeting date: \_\_\_\_\_ Job # \_\_\_\_\_)

To be filled by Comm & Pub Office

**MEDIA REQUEST FORM**

The Office of Communications and Publications consults in-house clients on their marketing, publications and communications needs. The office coordinates the University's marketing efforts such as digital and electronic communications (including advertising), designing, creative and printing services, media relations and photography services.

Date submitted: \_\_\_\_\_

Requested event date: \_\_\_\_\_

Requested event time: \_\_\_\_\_

Requested event venue: \_\_\_\_\_

Comms Office contact person (s): \_\_\_\_\_

**Event Description**

Name of Department/Society: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Chief Guest: \_\_\_\_\_

Intended audience: \_\_\_\_\_

Event details: \_\_\_\_\_

Special instructions (if any): \_\_\_\_\_

Contact person for event (from requesting department/society)

Name: \_\_\_\_\_

Phone (Cell and extension numbers): \_\_\_\_\_

Email: \_\_\_\_\_@fccollege.edu.pk

Signature of Chairperson or Department Head: \_\_\_\_\_

**Note:**

- The completed request form must be submitted to the Office of Communications and Publications no later than one week prior to the date of event. Rush events will be considered on a need-to basis.
- On returning the completed form, the Office of Communications and Publications will inform the contact person about any additional information needed or to schedule a meeting.

**Return completed form to:** Office of Communications and Publications, room 217, Ahmad Saeed Administration Building.

This form can also be downloaded from: <http://www.fccollege.edu.pk/faculty-directory/administration/communications-and-publications-office>