

Annexure VI – Media Requisition Form

Date: ___ / ___ / ___

Logos required: _____

Event Date	:		Start Time	:		End Time	:	
Name of the Venue	:					IQAC No.	:	

Photography & Videography Requirements

<input type="checkbox"/>	Photography	Time:		<input type="checkbox"/>	Video Recording	Time:
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Poster Design Requirements

<input type="checkbox"/>	Pre-Event Poster	<input type="checkbox"/>	Chief Guest Poster	<input type="checkbox"/>	Event Poster	<input type="checkbox"/>	Post Event Poster
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Reception TV Design Requirements

<input type="checkbox"/>	Event Poster	<input type="checkbox"/>	Chief Guest Welcome Poster				
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Stage Design Requirements

<input type="checkbox"/>	Stage LED Back Drop	<input type="checkbox"/>	Agenda Items				
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Flex Design Requirements

<input type="checkbox"/>	Event Standee	<input type="checkbox"/>	Front Entrance Banner	<input type="checkbox"/>	Welcome Banner		
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Others

<input type="checkbox"/>	Certificates	<input type="checkbox"/>	Memento Sticker	<input type="checkbox"/>	Vinyl Welcome Boards	<input type="checkbox"/>	ID Cards
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Video Requirements

<input type="checkbox"/>	Coming Soon Video	<input type="checkbox"/>	Event Launch Video	<input type="checkbox"/>	Promotional Video	<input type="checkbox"/>	Stage Streaming Video
<input type="checkbox"/>	Chief Guest AV	<input type="checkbox"/>	Event Glimpses Video	<input type="checkbox"/>	Feedback Video		

Website and Social Media Requirements

<input type="checkbox"/>	Posting on the Website	If yes, mention the contents to be posted	
<input type="checkbox"/>	Posting on the social media	If yes, mention the contents to be posted	

Others

Wrapper / Cover Page / _____

* Please put tick, wherever required

Special Request required, if any:

Event Organizer

**Signature of Section Head /
HOD / Dean**

Approved by