

## Annexure VI – Media Requisition Form

Date: \_\_\_ / \_\_\_ / \_\_\_

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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### Video Design Requirements

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

### Reception TV Streaming Requirements

<input type="checkbox"/>	Event Poster	<input type="checkbox"/>	Chief Guest Welcome Poster				
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### 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	

### On Stage Requirements

Yes / No, if yes, provide in Annexure – III

<b>Others</b>	Wrapper / Cover Page / Sticker / ID Cards / Pluck Cards / _____
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\* Please put tick, wherever required

Special Request required, if any:

**Event Organizer**

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

**Approved by**