**MEDIA COVERAGE REQUEST FORM**

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| --- | --- |
| * **Required Information**
 |  |
| * College /Office
 |  |
| * Requester's Name
 |  |
| * Telephone
 |  |
| * Email
 |  |
| * Event's Title
 |  |
| * Date
 |  |
| * Time
 |  |
| * Venue
 |  |

* **Service Requested**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Photography** | **Videography** | **Graphic Design** | **Social Media Posts** | **Promotion Materials** |
|  |  |  |  |  |
|  |  |  |  |  |

Note:

* All requests must before any event with 48 Hours not less.
* Please CC digital marketing department with any **EVENTS NEWS** at eid.m@ustf.ac.ae
* Review the content or materials Sent by any university unit of colleges is their responsibility,

**Event News Form**

|  |  |
| --- | --- |
| **English Title**  | **العنوان باللغة العربية** |
| News Descriptions | نص الخبر |
| Please send all photos as attachment not in word file. | أي صور لابد ان ترسل كمرفقات وليست داخل ملف الوورد |