

EVENT COVERAGE FORM

1	Department/Organizer		
2	Event Title		
3	Venue		
4	Event Date :	Time:	Duration:
5	Service Request <i>(Please Tick)</i>	Photography ()	Videography/Audio-Visual () *Events for Video Coverage will be very Selective due to limited equipment & Manpower.
6	Service Request Purpose <i>(Please Tick)</i>	News Item () Social Media Update () Documentation Purpose () For Submission to Event Sponsors/Partners ()	
7	Scroll Advertisement <i>(Please Tick)</i>	Yes () No () Kindly Note: <ul style="list-style-type: none"> • 24 hours – ₹ 1000/- Amount must be <u>paid in advance</u> to PRO. • Scroll Time: 6 pm. 	
8	Person of Contact		Ph:
9	Any other Service Required under the purview of the PR Cell		

Expected Guests/Chief Guest/ Any other info:

Note:

1. Pre written Press Note of the event must be submitted along with this form, which will be re-edited by the PR Cell (*Mention Event Background & Details, Organizer, Sponsors, Chief Guest, etc.*)
2. Form must be submitted ONE WEEK BEFORE the date of event.
3. In case of change in event, date & timings, notify PRO at the earliest.
4. Media data is given on CD/DVD, Pendrives will be formatted to avoid technical problems, kindly collect within 7 days from PR Cell.
5. Photos/Videos are uploaded on Mizoram University Facebook Page/YouTube Channel. Link:
www.facebook.com/mizoramuniversity & <https://www.youtube.com/user/mizoramuniversity>
6. Organisers are expected to share links or forward media content to their/any guest of the event.
7. Kindly submit this form to the Public Relations Cell, Administrative Block, MZU, any other form of request will no longer be entertained. Email: prcell@mzu.edu.in

Submitted by

Name:

Phone No:

Department: