



Media Coverage Request

TERMS & CONDITION IN REQUEST SUBMISSION:

- Media Coverage Request Form is for Photography and Press Coverages Only.
- Average request needs a minimum of **five (5) working days before the event** in order to be processed.
- Kindly fill-out the information in **ENGLISH (NO ARABIC REQUEST will be processed)**
- Requesting Department's **REFERENCE NUMBER** is a must.
- **Request Form Submission is thru E-mail ONLY** at (request-urm@ksau-hs.edu.sa)
- **ONE FORM PER EVENT REQUEST.**
- Maximum Coverage Time per event is for **TWO (2) HOURS ONLY.** Provide a brief description of the event and a copy of the program (if there's any).

Requesting Dept. Reference #: _____	Date Prepared: _____
Requestor Name: _____	Position: _____
Department: _____	Extension: _____
Department E-Mail: _____	Mail Code: _____
DEPARTMENT HEAD APPROVAL	
Name: _____	Signature: _____
Position: _____	Date Signed: _____

ITEM	DESCRIPTION
Event Title:	_____
Event Date:	_____
Where:	_____
Time:	_____

Event Description: (Write a brief description about the event and attach a brochure/flyer etc., if there's any)

- Event to be included in KSAU-HS Magazine**
 Event to be announced Social Media Account
 Request for copy of Photos
 Send by Email
 Send by Mail Code

UNIVERSITY RELATIONS & MEDIA AFFAIRS USE ONLY:

Remarks/Comments : _____

PRODUCTION UNIT APPROVAL:

Name: _____ Signature: _____ Date: _____

PHOTOGRAPHY ASSIGNED TO:

Photographer Name: _____ REGION: Riyadh Jeddah Al Ahsa

MEDIA UNIT APPROVAL:

Name: _____ Signature: _____ Date: _____

PRESS COVERAGE ASSIGNED TO:

Name: _____ REGION: Riyadh Jeddah Al Ahsa

UR&MA DEPARTMENT HEAD SIGNATURE:

Signature: _____ Date: _____

- Copy of Confirmation Sent by E-Mail**
 E-Mail Confirmation Copy Attached