



AUBURN UNIVERSITY
COLLEGE OF LIBERAL ARTS

Media Coverage Proposal

Please fill out as much information as possible regarding the proposed media coverage to help best determine capture and distribution of your event/request.

I am requesting: (Check all that apply)

- Photos
- Audio
- Video

POINT OF CONTACT

Name:

Phone:

Email:

TECHNICAL DETAILS

Will a PA system be provided?

- Yes
- No

EVENT DETAILS

Name of event:

Date and Time of event:

Length of event:

Type of event:

Location (building and room #):

Today's date:

POST-PRODUCTION

What is the time-line for the media requested?

What is the desired final format? (*ie. CD, DVD, DV, MP3, Media for web, YouTube, iTunes U, etc.*)

Please return this form, along with any schedules, speaker biographies, etc. via email to santovr@auburn.edu for proposal consideration.

NOTE: To be considered, media coverage proposals must be submitted at least two weeks in advance of the requested date. Submission of media coverage proposals prior to the two-week deadline does not guarantee media production.