



Office of Corporate Communication (OCCM), Level 2, Rectory Building, International Islamic University Malaysia,
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MEDIA COVERAGE FORM

GUIDELINES FOR APPLICATION OF MEDIA COVERAGE

1. All applications must be submitted to OCCM at least **two weeks** before the actual event;
2. The application form must be **approved** by Dean/Deputy Dean/Director/Deputy Director/Assistant Director;
3. Please submit the *soft copy* through e-mail AND hard copy to OCCM;
4. **Please attach** the programme details i.e Programme Schedule, Proposal Paper, List of VIPs & etc.;
5. **Any incomplete application form will be returned to the applicant/organizer.**
6. Any request for media-related services from OCCM made over the phone without the required paperwork, including from a senior officer, will not be entertained.

A. APPLICANT DETAILS

Title of Programme	
Date & Time of Programme	
Venue	
Name of VIP/VVI	
Contact person & Designation	
Organizer /K/C/D/I/O	
Email:	
Office No./HP No.	
Fax No.	
Programme description in English <i>(If space is insufficient, please use attachment)</i>	
Programme description in Malay <i>(If space is insufficient, please use attachment)</i>	

Please attach the following document :

Please Tick(√)

1.	Finale programme Schedule(Overall)	
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2.	Finale Programme Schedule(Opening Ceremony)	
3.	Approval of Proposal/Working paper	
4.	Programme Book	
5.	Others	

Check list of hospitality for Media (Arranged by Organizer):

1.	Location for press conference	
2.	Parking for Media	
3.	Seats for Media	
4.	Goody bags/doorgift/Press Kit	
5.	Refreshment for Media- Pre Set Meal	
6.	Others	

NOTE :

- OCCM will make every effort to invite the media if it is warranted, OCCM makes no guarantee the media will attend the proposed programme.
- OCCM has the final say whether a programme is tv/radio newsworthy or otherwise.
- NO RSVP for Media.
- OCCM reserves the right to decline from rendering any assistance or services (including mid-way) if the programme is deemed detrimental or in contradiction to the preservation of the good name and reputation of IIUM and its community.

B. APPROVAL

I hereby approve the above request:

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Name :

Date:

(Dean/Deputy Dean/Director/Deputy Director/Assistant Director of K/C/D/I/O

OFFICE USE ONLY

APPROVAL FROM OCCM:

I approve / do not approve this application:

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Officer In Charge

Date:

Official Stamp: