



ATENEUM DE MANILA UNIVERSITY
UNIVERSITY COMMUNICATION AND
PUBLIC RELATIONS OFFICE

JOB REQUEST FORM FOR EDITORIAL

FROM (Requesting department)

Please tick box of your request. Fill in the details

News Coverage

Photo Coverage

Both

Media Advisory

Press Release

Event name (details, date, time)

Important: Please attach event profile, summary or event program. News coverage must be requested at least 3 days prior to event. Please include 2-3 high resolution photos and background materials. For website event promotions, please provide photos with 940 x 420 pixels and event banner/poster. UCPRO will release stories (on the website and via social media) that best represent the university, and is newsworthy to the reading public. Please note that press releases are subject to editing and approval of the publisher.

Unit Head Approval: _____

Rm 203 2/F Faber Hall, Katipunan Ave, Loyola Heights, 1108 Quezon City, Philippines

+63 2 426 6001 ext 4093 • Tel/Fax +63 2 376 9422 • commpr@ateneo.edu