

Request Date of Release:

Release Date:

Requestor Unit / Department:

Requestor Person / Position:

Requestor E-mail Address:

Request Type: ☐ National Press News ☐ National Press Video News ☐ gelisim.edu.tr news ☐ Other (Specify):

Description (Detailed information such as subject, date, place, speaker, 8 or 10 statements about the activity subject, etc.)

- In order to process your news request or requests, the news request form must be completed **in full** and submitted to the Corporate Communications Department.
- The news works cannot go beyond **the corporate identity of Istanbul Gelisim University**.
- National press news requests are processed after being approved by the Corporate Communications Department.
- Video news requests are processed after being approved by the Corporate Communications Department.
- The request must be made 10 working days prior to the date of publication.

REQUESTOR

Name Surname / Signature

APPROVED

Corporate Communications Manager

RECIPIENT

Media Coordinator