



Ethiopian Civil Service University International and Public Relations Directorate

SERVICE REQUEST FORM

EVENT INFORMATION

1. Service requested by _____
2. Event description _____
3. Event type: single event recurring event
4. Date of event _____
5. Time of event : start time _____ end time _____
6. Location: _____
7. Service requested : audio video photo news
8. Portion of event _____

Requester name _____ signature _____ date _____

FILLED BY INTERNATIONAL AND PUBLIC RELATIONS DIRECTORATE ONLY (DELIVERING OF FINAL PRODUCT)

- Service done : audio video photo news web/face book newspaper
- Delivered to requester yes No edited not edited

To _____ Date _____ signature _____

To _____

- Documented edited not edited

Title: _____

Remark _____

❖ NOTE: SUBMIT THIS REQUEST FORM BEFORE TWO DAYS PRIOR TO THE EVENT