

Marketing and Communications
Service Request Form

Public Relations Support and Event Management Request Form		
Date of Request		
Ministry/Agency Requesting Service		
Person requesting Service		
Designation/Position		
Phone Number		
Fax		
Email		
Event		
Campaign Data	Brief Description /Key Officials	
Date:		
Time :		
Location:		
Support:		
Service Requested <i>Please click box</i>	x	Details
Public Relations Support and Event Management		
Communications Campaign Design and Management		
Media Scheduling		
Media Buying		
Event Planning/Coordination support		
Conference Room Use		

For Official Use	
To be completed by Marketing and Communications Department Personnel	
Service Request File Reference Number	
GISL Personnel Assigned	
Vendor Assigned	
Details of Service Provision Agreement	
In house	
Project Request Number	
Cost	