

MEDIA ACCESS FORM

(FOR STUDENTS AND MRU DEPARTMENTS)



Submission Date: _____

Date for approval: _____

(We require 48 hours notice. Some events may require additional notice.)

Contact Name and Phone Number: _____

Activities Planned For (Date): _____

Time: From: _____ To: _____

Nature & Purpose of Activity: _____

Will you be taking pictures or filming? Pictures Filming Neither

Exact Location: _____

Expected Number of People Involved in Project: _____

Facility Requirements (e.g. Table/Chairs use, etc.): _____

Your signature: _____

Please return to Reception in Room Z222 48 hours before requested time.

Privacy: The personal information collected on this form will be used to administer and manage Students' Association's programs and services, and to maintain the Students' Association's records. This information will be protected by the provisions of the *Personal Information and Protection Act* and can be reviewed during normal business hours upon request. Information may be disclosed to third parties in order to meet specific contractual and legislative requirements required to deliver services you have requested. We treat your personal information with care and respect, and use it to improve our services to you.

(see over for more information)

I have read and understand the policies outlined in the SAMRC Media Access Plan

Yes No

Please be prepared to move your time or location, especially during peak hours (10:00 am – 3:00 pm)

Approval is dependent on availability of space and resources.

The number of people/media outlets accessing Wyckham House of SAMRC events at one time may be limited.

FOR OFFICE USE ONLY:

Approved By:

Executive Member or Executive Director

Date: _____

Comments:

