|  |
| --- |
| **T.C.**  **KÜTAHYA** **DUMLUPINAR UNIVERSITY**  **Press, Publication and Public Relations Consultancy**  **Activity Notification Form** |

**TO RECTORATE**

For the activity to be organized by the ……………………………. and informed below, I would like to have the Rectorate provide the following material / service which is not provided by our Dean / Directorate

**……/…../20….**

**Dean / Director**

|  |  |
| --- | --- |
| Organizer Department of Event |  |
| Event Name |  |
| Activity Topic |  |
| Speaker / Guests |  |
| Speaker / Guests **ID** No |  |
| Speaker / **Where the Guests Come From** |  |
| Date |  |
| Hour |  |
| Location |  |
| Participants (to be determined according to the topic of activity and to form a distribution list) | **Academic / Administrative Staff**  **Student**  **Local people**  **Protocol**  **General** |
| Person in Charge |  |
| Internal and Cell Phone Number of Person in Charge |  |
| Name, Surname, Mail Address and Internal Number of the Unit's Web Page Responsible |  |
| Requested Support Services |  |
| Announcement | **Web page** **E-mail** |