**Request Form for CETMe Facilities**

**(Official Graphic Designing Work)**

Date: ………………………

Actg. Director/CETMe,

1. **Requirement** : Please indicate ‘ ’ the relevant box :-

Flyer Banner Book Cover Poster Leaflet Magazine

Photo Editing Web Banner Video Graphic Art Backdrop

Invitation Agenda Logo Web Poster Letterhead

LED wall Year Planner Catalogue Souvenir

If any Others: ……………….……………………………………………………..

1. Department Name : ……….…………………………………………………………………………
2. Faculty/Institute/Centre : …….……………………………………………………………………………
3. Name of the responsible person:. ………………………………………………………………………………
4. Contact details : Ext. No. ………………… Mobile No. …………………………………

Request form should be submitted two (02) weeks before the event.

Recommended

…………………………………… ……………………………………..

Head of the Department Dean of the Faculty

Received Date: ……………………

……………………………..

Recommended / Not Recommended Director/CETMe

Assign Officer (CETMe) ………………………………….