

SUBOG 2017 Post-Event Procedures Agreement

*This form is to be completed at least **24 hours** before each event you are requesting press or media access. This form can be dropped off at the SUBOG Office located in the Student Union or emailed to the respective committee chair. This includes but is not limited to photographers, videographers and/or writers that will be reporting on a SUBOG event.*

Organization:

Event Name:

Event Date:

Individuals Requesting Attendance at the Event (3 maximum):

Name	Position/Role	Email

By attending this event and signing this agreement, you are agreeing to the following:

1. I have read and agreed to the terms of the Pre-Event Media Request Procedures.
2. "SUBOG" will be referenced in the article and will be referred to when describing the event. "SUBOG" must be mentioned in either the body of the article or the headline of the article. Crediting "SUBOG" in the photo caption does not satisfy this requirement.
3. Any postings related to the event on social media, including (but not limited to) Facebook, Twitter, Instagram, will tag @SUBOGatUConn.
4. I understand that violation of any step or guidelines in the pre-event or post-event procedures will result in a denial of the media request for that event as well as possible future request put forth by the organization committing the violation. A qualified violation will be determined by the SUBOG President, Outreach Chairs, and Advising Team. Duration of the media block will be decided by the SUBOG President, Outreach Chairs, and Advising Team.