**Media Content Release Form**

1. Department -
2. Type of the Event -
3. Content of the News
4. *You can use an Separate paper to write the news content and need to attach with the approval form.*
5. *You can send high quality pictures for the news if you wish to publish.*
6. *If you wish to publish news on social media (FB/ U tube etc..), we request you to send us the caption for the news also.*
7. Preferred Medium
	* + Faculty Website
		+ Faculty YouTube Channel
		+ FACEBOOK Page of the faculty
		+ Twitter Account
		+ LinkedIn Account
		+ Instagram Account
8. Contact Person (Name, Contact no & e mail address)
9. Approvals

 Head of the Department

 Dean

 Faculty of Commerce and Management Studies

**Process**

* Department Representatives need to develop the relevant contents of the news and the videos to be published and send it to the PR Unit of the Faculty to publish in the Faculty Website and other Social Medias.

E mail : cprfcms@kln.ac.lk

*(This must be done after proof reading content by the relevant representative of the Department and with the approval of the HoD and Dean FCMS).*