Date: / / (Month/Day/Year)

**Media Coverage Request Form**

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| --- | --- | --- | --- |
| Requester  Information | Name of person in charge |  | |
| Position |  | |
| Company name |  | |
| Tel: | | E-mail: |
| Media Information | Media name |  | |
| Airdate /issue date: | | |

|  |  |  |
| --- | --- | --- |
| Interview, etc. method | □Face-to-face □Phone □On-line □E-mail | |
| Desired interview, etc. date & time | / / (Month/Day/Year)  00:00 AM / PM ~ 00:00 AM / PM | |
| Outline of your request | Name of interviewee |  |
|  | Consent (formal or informal) from the interviewee has been obtained  □Yes □No |
| Details of your request (contents of interview, etc.) |  |
| Location of interview, etc. |  |

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| --- | --- |
| Vehicle’s campus entry | In case, a vehicle(s)’s entry into TUAT campus is required, please write the following information.  ・Date and time：  ・Vehicle type：  ・Car number：  ・Name of person in charge：  ・Tel： |

|  |  |
| --- | --- |
| Remarks |  |

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| **＜Contact＞**  Public Relations Section, Planning Office  General Affairs and Management/Planning Division  Tokyo University of Agriculture and Technology  E-mail：koho2@cc.tuat.ac.jp  TEL：042-367-5930 (Weekdays: 09:00～17:00)  　※ Except the university foundation day (May 31), summer holidays and year-end/new-year holidays |