



Student Media Office

MINOR PUBLICATIONS APPROVAL

Name of Organization:

Title of Publication:

Step 1: Please check that you have all the required documents before forwarding them to SLIFE.

Document Checklist (for first releases):

- Frequency (per school year)
- Editorial Board Members
- Target Readers
- Training Needed (if any)

Document Checklist (for subsequent releases):

- Proposed Content / Concept Paper
- Objectives
- Printing Specifications
- Budget
- Dummy Print / Layout

Submitted by:

(Signature above printed name)

Organization Representative

Mobile Number:

Email Address:

Step 2: Submit this form along with the required documents to the SLIFE Coordinator for Operations for initial assessment.

Date Received:

Date Released:

Recommended for SMO Evaluation:

(Signature above printed name)

SLIFE Coordinator / CSO / USG P&M Team

Step 3: Submit to the Student Media Office for editing and approval.

Date Received:

Date Released:

Comments:

Evaluated by:

(Signature above printed name)

SMO Representative