

PRO & COMMS Reporting Form

Issued by:	Name	Designation	Department
Project Name			
Probable Date(s)	From	To	

Note: In case of multiple days/Multiple programs under same, Fill-in separate Program details for each day/programs

Program Details

Rationale of the Program :			
Venue:	Number of Participants:	From: (mention time or attach a detailed scedule)	To:
SDG Goal Relevance: (Mention the Goal that this program is related to)	Note: No poverty (SDG 1), Zero hunger (SDG 2), Good health and well-being (SDG 3), Quality education (SDG 4), Gender equality (SDG 5), Clean water and sanitation (SDG 6), Affordable and clean energy (SDG 7), Decent work and economic growth (SDG 8), Industry, innovation and infrastructure (SDG 9), Reduced inequalities (SDG 10), Sustainable cities and communities (SDG 11), Responsible consumption and production (SDG 12), Climate action (SDG 13), Life below water (SDG 14), Life on land (SDG 15), Peace, justice, and strong institutions (SDG 16), and Partnerships for the goals (SDG 17)		

Person of interest

Guest list	Name	Designation	Organisation	Type of Guests (External/Internal)	Constriction: (Mention if the person of interest cannot be declared publicly)	Speech/training theme (if applicable)
Cheif Guest						
Special Guest(s)						
Guest of Honour						
Welcome Speech						
Vote of Thanks						
Workshop Trainer						
Guest Appearance						

Production Arrangement

Requirements and Deliverables: (Tick the services wanted) & mention quantity if possible	Photography	Videography	Drone Support	Sound Recorder	Event Live	Others
		Event Promo				
		Unedited Footage				
		Program Recording				

Media Exposure of the Program

Media Expectations: (Select what media exposure is needed)	Print Coverage of the event	Electronic Coverage of the event	Digital Coverage of the event (Own media)	Digital Coverage of the event (Other media)	Interview of key personnel	Journalist Appearance on the event
Deployment Timeline from PRO & Comms	Disbursement: Within the day of the event after receiving all info Exposure: Within 3 days of the event	Disbursement: Within the day of the event after receiving all info Exposure: Within 3 days of the event	Disbursement: Within the day of the event after receiving all info Exposure: Within The Day of the Program	Disbursement: Within the day of the event after receiving all info Exposure: Within 3 days of the event	Based on mutual discussion	Based on mutual discussion

Issuing Status

Signature of the Issuer		Date & Time
Receival from PRO: Name of the recipient:		Signature with Date & Time
Receival from Comms: Name of the recipient:		Signature with Date & Time