

**Department of Agricultural Education and Communication
Media Request Form**

Please fill out the **top** portion of the form and return to **Andrea Davis (adavis87@ufl.edu)**. All media requests must allow a minimum of **one week** for project turn-around. Large-scale projects (newsletters, websites, videos, etc.) must allow a minimum of **one month** for project turn-around. Time-sensitive, grant funded projects will be given top priority. All other projects will be considered on a first come, first serve basis.

Requestor: _____ **Date:** _____

Project name: _____

Project purpose: _____
(Must provide clear academic purpose.)

Category: ___Academic ___Research ___Extension ___Other (specify): _____

Source of Funds:

___ Grant Name (provide chartfield): _____

___ Faculty Fund (specify): _____

___ Department Source (specify if known): _____

___ Other (specify): _____

Project details (please give an in depth description of the project you are requesting):

Project approved by: _____
(Name)

Project accepted on: _____
(Date)

Project completed on: _____
(Date)