



Coverage Request Form

As the news division of Embry-Riddle’s Student Government Association, *The Avion Newspaper* is willing to provide journalism coverage for events on campus. Currently, *The Avion* provides reporting, photography, and videography services for these events.

It is the requesting organization’s responsibility to ensure that *Avion* staff members have proper media credentials and access for these events. Failure to do so will not only result in limited coverage for events, but can lead to our staff members being removed from the event.

Distribution of photo and video is at the sole discretion of *The Avion* and the photographers and videographers who took them. Photographers and videographers are not required to submit their content to the requestor organization.

The Avion will not produce or edit videos for organizations. However, arrangements can be made with the Photo Editor to hire *The Avion Newspaper* for video production services.

The Avion holds final discretion regarding which events it will or will not cover. Please note that our staff and volunteers are limited by their academic and personal schedules, so coverage is not always guaranteed.

Please submit coverage requests no later than one week prior to event. Failure to do so will not allow *The Avion* enough time to assign staff members to cover the event. Please fill out this form and either email it to the Photo Editor at photo@theavion.com or drop it off at *The Avion* office in SC 110.

Contact Information	
Requestor: _____	Date: _____
Advisor: _____	Date: _____
Email: _____	Phone of Requestor: _____

Event Information		
Request Type:	Reporter <input type="checkbox"/>	Photography <input type="checkbox"/> Videography <input type="checkbox"/>
Event Name:	_____	
Location:	_____	
Organization:	_____	
Event Date:	Event Start & Stop Times: _____	
Notes/Special Requests:	_____	

