

	Reference No.: BatStateU-FO-OCA-04	Effectivity Date: January 09, 2023	Revision No.: 00
REQUEST FOR CULTURE AND ARTS PRESENTATION AND INTERMISSION			
Requesting College/ Office/Other Institution:			
Requesting Campus (N/A if not applicable):			
Type of Performance being Requested:			
<div><input type="checkbox"/> Music</div> <div><input type="checkbox"/> Theater</div> <div><input type="checkbox"/> Literary Arts</div> <div><input type="checkbox"/> Dance</div> <div><input type="checkbox"/> Visual Arts</div> <div><input type="checkbox"/> Others, specify: _____</div>			
Date/s of Activity/ Event:		Date of Request	
Time of Activity/Event:		Length of Presentation (in minutes:)	
Nature of Activity/Event:		<div><input type="checkbox"/> Local</div> <div><input type="checkbox"/> Regional</div> <div><input type="checkbox"/> National</div> <div><input type="checkbox"/> International</div>	
Form of Presentation		<div><input type="checkbox"/> Video (Recorded)</div> <div><input type="checkbox"/> Actual Performance</div>	
Purpose of Activity/Event:			
Requested by:		Reviewed and approved by:	
Signature over Printed Name of Office Head / Dean		NAME	
Date:		Director/Head, Culture and Arts	
Position:		Date:	
Contact Number:		Remarks:	
Email Address:			

Required attachments: (1) Formal Letter of Invitation, (2) Activity Program

- Notes:
- Requests must be made at least ten (10) working days prior the activity/event.
 - The requested presentations to be sent online are intended solely for the specific activity/event. The use of videos or presentations for other purposes is prohibited unless otherwise communicated and approved by the Office of Culture and Arts.
 - Successful submission of this form does not guarantee automatic confirmation/approval of the request. A confirmation email/call will be sent by the Office of Culture and Arts.