

Media Request Form

Year Month Day

Company name			
Department			
Group Representative		Person in-charge	
Address			
Phone		FAX	
E-mail			

Purpose of request (Write in details)					
Department you would like to interview or cover ※Please check.		<input type="checkbox"/> St. Luke's International University Department ()		<input type="checkbox"/> St. Luke's International Hospital Department ()	
Who would you like to interview/cover?					
Publication or air date					
Name of media					
Request date of interview or shooting ※Please write a couple of dates.				Number of days necessary for the interview/shooting	
Time				Number of Staff	
Others					
Requested date of reply					
<For the Public Relations staff>					
Chairman, the Board of Trustees	University President	President	Dean	Director of the Administrative Office	PR Department

- * Please fill in all the questions.
- * Please be reminded that we require 5 business days to respond.
- * Submit your project proposal as well if you have.

Term Sheet for Media Interview/Coverage

**I agree with the terms below and wish to have an interview or cover
St. Luke's International University/Hospital**

- ① In consideration of privacy, we will cover the face of individuals or patients taken within the vicinity of St. Luke's International University/Hospital if we do not have their consent before publication or airing.
- ② We will amend or act accordingly shall any misunderstanding arise between the readers or audiences.
- ③ We send a copy of the media (CD-R、DVD or other media) or publications to Public Relations Office of St. Luke's International University.
- ④ We will inform the air date or publication schedule (at least) a day before prior the air or publication date.
- ⑤ We will not use the taken images or pictures at your facility for other purposes without consent.
- ⑥ We will wear the designated armband if necessary.
- ⑦ We consent St. Luke's International Hospital's Public Relations Office to advertise or use (including posting on website, SNS etc.) the media for this interview or coverage.

I agree with the terms above.

Signature/Seal