



Date/No.: _____

NTNU Office of Administrative Affairs
Center of Public Affairs
Application to Broadcast Public Service
Announcements via VoIP

Event Title			
Application Date		Contact Unit	
Contact No.		Email	
Scheduled Period (up to 2 weeks)	From ____/____/____ (YYYY/MM/DD) To ____/____/____ (YYYY/MM/DD)		
Message Content	(up to 74 characters)		
Signature/Seal of Processing Clerk		Signature/Seal of Director	

Please note:

1. Applications for student clubs must be submitted by the Extracurricular Activities Division, Office of Student Affairs.
2. Messages are limited to 74 characters (including full-width punctuation marks), and may be played for up to 2 weeks. Applications must be submitted at least five 5 days prior to the scheduled broadcasting period.
3. If the text is too long, the Center of Public Affairs may revise the message with the consent of the application unit.

Review result: (To be filled in by Center of Public Affairs staff)

Result	☐ Rejected (reason: _____) ☐ Approved after revision ☐ Approved		
Signature/Seal of Processing Clerk		Signature/Seal of Director	

Updated on February 25, 2018