



Metropolitan Police Authority

Communications Unit
Publicity commissioning brief

If you require publicity support for an event or project, please fill in the information required below and return as soon as possible, with any supporting documentation, to the communications unit for action. Please give as much notice as possible.

Commissioning officer:

Tel no:

MPA Lead Officer & tel no (if different from above):

Contact name and number for event details (external) where applicable:

Requirements (e.g. speeches, press releases, exhibition stand/space, promotional or publicity material etc):

When (date & time):

Where (precise details of venue, if applicable, plus contact details for venue host, e.g. Central Hall):

Purpose of event:

Other organisations/people involved in the event (e.g. MPS/Home Secretary etc):

What is the MPA's involvement/role (e.g. partner, sponsor etc):

Known deadlines (e.g. for booking exhibition space):

Website requirements (please allow extra time for information to be published on the MPA website when considering deadlines):

Any further relevant information:

Please sign: date:

For communications unit use only:

Job/file number: *coms/2002/*

Officer leading:

Date commissioned:

Budget available, if applicable:

Which budget: