

Stakeholder Relations

Support/Request Form



inseta
INSURANCE SECTOR EDUCATION
AND TRAINING AUTHORITY

EMPOWERED TO INFLUENCE AND INSPIRE!

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TURNAROUND TIMES



Events Management	Minimum 30 days
Website	Minimum 24 hours
Graphic Design	48 hours
Photography / Videography	Minimum 5 days

Events Management

Budget Code and Balance	
Event goals and objectives	
Date and time	
Require RSVP assistance	
Province	
Region/City	
Pax (number of stakeholders)	
Type of event	
Type of setup	
AV equipment requirements	
Catering requirements	
Décor requirements	
Branding requirements (specify)	
Additional requirements (specify)	

Graphic Design

Budget Code and Balance	
Design work size	
Required date	
Any special requirements (specify)	

Photography / Videography

Budget Code and Balance	
Service required: Photography/Videography	
Date	
Location	
Additional requirements (specify)	

Division	
Manager	
Date	