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| Summary of Activity (for XU website news) |

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| **Activity Details** | |
| Name of Event/Activity |  |
| Date/s |  |
| Venue |  |
| Organizing unit |  |
| Partner organization/s  (if any) |  |
| About the partner organization/s |  |
| Participants |  |
| Speakers/guests (if any) |  |
| About the speakers/guests |  |

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| **Highlights** |
| *Guide questions:* |
| *What was the event/activity about?* |
| *What were the objectives?* |
| *What were the results/outputs/achievements?* |
| *What was most interesting about the event/activity?* |
| *What was most memorable?* |
| *Any specific details that have to be included in the article?* |

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| **Best Quotes** |
| *List here only the most compelling quotes heard from the speaker/s and/or participants and indicate who said the quote.*  *Hints: The best quotes add insight and perspective, use colorful language and reflect on personal experience or expert knowledge.*  *Avoid quotes that merely state facts or those you can say better yourself – can be rewritten in clear, concise language.*  *Do not quote it if it is unclear or offensive speech.* |

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| **Photos/Videos** |
| *Send at least two high-resolution (at least 1672 x 2508 px) photos (maximum of five pictures), particularly action shots with compelling visual narrative.*  *Send the photos as separate attachments via email. Do not insert them on your written report.*  *Provide a caption for every photo with the following format:* ***TITLE****. Description of the photo. Name of the photographer. Use present tense when describing the photos.*  *(Example:* ***SONGS OF ANGRY MEN.*** *Performance artist Nicolas Aca portrays the incidents in Kidapawan while welcoming guests to the Capitol University Gymnasium during the “Art for Rice” grand finale show on May 6. Photo by Alyssa Michelle Viado)*    *For videos, provide a copy to the XU Communications Office for uploading on the official XU YouTube channel. If the video has been uploaded previously, kindly specify the link. Preferably, videos should be no more than 10 minutes long to avoid buffering and facilitate faster streaming.* |

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| **Reported by** | |
| Name |  |
| Unit |  |
| Phone |  |
| Email |  |