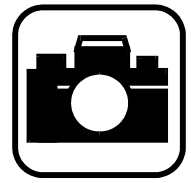




**PHOTO REQUEST FORM**  
**University & Media Relations**  
PLEASE TYPE OR PRINT



Date of Request: \_\_\_\_\_ Date Photos Needed: \_\_\_\_\_

Person requesting photos: \_\_\_\_\_ Department: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Contact person at the photo shoot \_\_\_\_\_

Date and Time of the photo shoot \_\_\_\_\_

Location of the photo shoot (building, room number, off-campus etc.) \_\_\_\_\_

Description of photos to be taken (portrait, special event, groups (how many people), etc.) **Please be specific**

\* Please note: Due to budget and time constraints we cannot photograph your entire event. Please think about what your specific needs are and your plans for these photos

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What is the intended purpose of the photographs? (publication, display, distribution etc.) **Please be specific**

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Special requests (format etc.) \_\_\_\_\_

**PLEASE NOTE:**

- Requests for photos to be taken during the regular weekday schedule -- Monday through Friday, 9:00 a.m. to 6:00 p.m. -- should be made at least 3 days in advance. Requests for evening and weekend services should be made at least 7 days in advance.
- U/MR will provide photos electronically via email or an online photo bank, the person requesting photos is responsible for getting prints made.
- If you have any questions please call the Office of University & Media Relations at 520-7568.

**Fax this form to University & Media Relations at 520-7933**