



**MARKETING AND  
CREATIVE SERVICES**  
Florida Atlantic University

# LOCATION PHOTOGRAPHY REQUEST FORM

All on-location  
photography jobs in  
Creative Services  
begin with the  
completion of  
a location  
photography  
request form.

This form will help  
you identify the  
objectives and  
will assist us in  
understanding  
your goals.

CREATIVE SERVICES  
Division of University  
Communications and Marketing  
777 Glades Road, Bldg 4 Rm. 219  
Boca Raton, FL 33431

Phone: 561.297.1352  
561.297.2080

Fax: 561.297.2307  
www.fau.edu/creativeservices

**CLIENT**

Tracking Number # \_\_\_\_\_

Department \_\_\_\_\_

Date \_\_\_\_\_

Contact Person \_\_\_\_\_

INDEX# \_\_\_\_\_

E-mail \_\_\_\_\_

Phone # \_\_\_\_\_

**PHOTO USAGE**

Purpose of photography:  
(if more than one, rank in order  
of importance)

- \_\_\_ Direct Instruction
- \_\_\_ Research
- \_\_\_ Media/Press Release
- \_\_\_ Publication
- \_\_\_ Other

Intended audience:  
(if more than one, rank in order  
of importance)

- \_\_\_ Students
- \_\_\_ Prospective Students
- \_\_\_ Faculty/Staff
- \_\_\_ General Public
- \_\_\_ Donors
- \_\_\_ Other

**ASSIGNMENT DETAILS**

Date: \_\_\_\_\_

DAY OF THE WEEK:

Time: \_\_\_\_\_

M T W R F SA SU

Event Description:  
\_\_\_\_\_

Location: \_\_\_\_\_

Contact At Location: \_\_\_\_\_

ATTIRE: \_\_\_ Casual \_\_\_ Business Casual \_\_\_ Business \_\_\_ Black Tie

Specific Photographs Required:  
\_\_\_\_\_  
\_\_\_\_\_

Reason Why Images Should Not Be Shared:  
\_\_\_\_\_

**FINAL PRODUCT**

\_\_\_ Digital Images (no costs involved; either emailed or posted on server)

Email Images to: \_\_\_\_\_

\_\_\_ Images to CD (no cost if blank CD is provided)

\_\_\_ Prints (cost of prints charged to department; please ask for sizes and prices)

\_\_\_ Other \_\_\_\_\_