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.

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

___________________________

___________________________

ASSIGNMENT DETAILS

Date: __________________________

Time: __________________________

Event Description:

________________________________________________________

Location: _____________________________________________

_________________________________________________________

Contact At Location: _________________________________

ATTIRE: __ Casual   __ Business Casual  __ Business   __ Black Tie

Specific Photographs Required: ____________________________

________________________________________________________

________________________________________________________

DAY OF THE WEEK:

M    T    W    R    F    SA   SU

□  □  □  □  □  □  □

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 ____________________________________________

Reason Why Images Should Not Be Shared: __________________________

___________________________

Office of University Communications
777 Glades Road, Bldg 4
Boca Raton, FL 33431

Phone: 561.297.3025
Fax: 561.297.2307

www.fau.edu/creativeservices