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
__________________________________________________________

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

___ Students
___ Prospective Students
___ Faculty/Staff
___ General Public
___ Donors
___ Other
__________________________________________________________

ASSIGNMENT DETAILS

Date: ______________________

Time: ______________________

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 ______________________