

Office of University Relations Photographer Request Form

Date Submitted:

Department:

Requestor's Name:

E-mail:

Phone:

Event Date:

Time:

Contact Person at the Event:

(Note: This person will need to assist photographer in setting up shots, identifying specific individuals, etc.)

Event Place:

How Long Will Photographer Be Needed:

Photo Request Description and Shot List:

(Please list titles and names of people to be included in shot)

Additional Requests/Comments:

The Office of University Relations will determine the best placement for your photos, if not for use by your office only. Request will be prioritized by the date received. **Please submit the form at least two weeks prior to the event.** If you are requesting publicity, please fill out the Publicity Request Form and submit both to sandraq@panam.edu.