

PHOTO REQUEST FORM

*Please fill out ALL requested information

If you would like to schedule photography of a classroom, faculty/staff portrait, on- or off-campus event, or other event, please complete the Photography Request Form below. Please give advance notice of at least two weeks for off-campus, evening, or weekend events so we may ensure coverage. Please allow up to two to three weeks for production work before delivery.

PLEASE ALLOW TWO WEEKS NOTICE AND UP TO THREE WEEKS PRODUCTION TIME

*Client _____ *Phone _____ *Email _____

*Date Requested _____ *Department _____ *Building / Room _____

EVENT INFORMATION

*Type of Photos/Event Headshot/Portrait Classroom/Location On-Campus Event Off-Campus Event Other

Event Date _____ Event Start Time _____ Event End Time _____ Event Name _____

Event Description _____

Event Contact Name _____ Event Contact Phone _____ (Cell phone # of person at location or event.)

Event Location _____

Photos will be used for _____

Photos requested _____

Additional Instructions

ANYONE UNDER THE AGE OF 19 YEARS-OLD OR NOT AFFILIATED WITH UAH MUST HAVE A SIGNED PHOTO RELEASE FORM FOR EACH PERSON PRIOR TO ANY PHOTOGRAPHY.

If you have any questions or need assistance please contact the Office of Marketing and Communications at 256.824.6414 or omc@uah.edu.