

COMMUNICATIONS DEPARTMENT PHOTO REQUEST FORM

REQUESTED BY: _____ REQUEST DATE: _____

DEPARTMENT: _____ PHONE: _____

ADDRESS CD SHOULD BE MAILED TO: _____

NAME OF PERSON WHO SHOULD RECEIVE CD: _____

MO CODE & ACCOUNT #: _____

SNAPSHOT PHOTOGRAPHY SERVICES (event and archival photography)

FEES: \$25 per hour, plus \$5 for CD of images (required when five or more photos are to be supplied)

PHOTO TIME: _____

PHOTO DATE: _____

PHOTO LOCATION: _____

DESCRIBE IN DETAIL THE TYPES OF IMAGES YOU ARE REQUESTING: _____

SPECIFY INTENDED USE FOR PHOTOS: _____

PROFESSIONAL PHOTOGRAPHY SERVICES (studio and marketing photography)

DATE OF PROPOSED SHOOT: _____

DURATION AND TIME OF SHOOT: _____

LOCATION OF SHOOT: _____

DESCRIBE IN DETAIL THE TYPES OF IMAGES YOU ARE REQUESTING: _____

NAMES, TITLES AND CONTACT INFORMATION OF INDIVIDUALS YOU WANT TO HAVE IN PHOTOGRAPHS:

SPECIFY INTENDED USE FOR PHOTOS: _____

COMMUNICATIONS PHOTO POLICY

The Missouri S&T Communications Department provides limited snapshot photography services when scheduling allows. This form is for requesting photo services only and does not guarantee you a photographer. After the request has been considered, the communications office will contact you either by phone or email. Please allow ample time for your request to be photographed and understand that quality takes time. If sufficient time isn't given, understand that your photo request might not be filled. Requests are shot and distributed on a first-come basis. For more information call 341-4328 or 341-4260.

FOR COMMUNICATIONS OFFICE USE ONLY

APPROVED: YES NO FEE: _____ DATE CD SENT: _____
SET UP TIME: _____ PHOTO FILE EDITING TIME: _____ TOTAL TIME: _____