



PHOTOGRAPHY REQUEST

DATE RECEIVED	PHOTOGRAPHER	DATE OF EVENT
	Requestor INFORMATION	
Requestor Name:	Phone #:	Email:
Event Name:	Specific times photo needs to be taken: (attach timeline or program)	Ministry
	INFORMATION about the Shoot	

What or who is the subject matter that will be photographed? (Name specific people, Awards, etc.)

Who is your audience (whomever views the images)? Give us background of your group event or details describing the subject matter: (Name specific VIPs, guests & members.)

IMAGE PUBLICATION

External: Print Publications Brochure WEB Other _____ Internal : WEB

Public Relations Media Photo Release Form [Signed yes no]

Special Artistic Touches _____
(architecture in background, outdoor landscape, indoors specific isolated shots)

FINAL OUTPUT FORMAT

- DVD Slides (Special Order ONLY) Prints/Hard Copy (Attach List)
- Image Size: _____ Attach list of photos mark photo number, sizes and quantities
- Color # Copies _____ List image numbers _____
- Black & White # Copies _____ List image numbers Web Usage ONLY Other: _____

Request Approvals

Department Head Signature: _____

Date: _____

Financial Officer Signature: _____

Date: _____