



## PHOTOGRAPHY SERVICE REQUEST

### NOTE:

1. Average request for Digital Photography needs a minimum of five (5) working days.
2. **Original Form of the Service Request is required in order to be processed.**
3. This form is valid for **one (1) event / media coverage** request only.

ITEM	DESCRIPTION
Event Title:	
Event Date:	
Where:	
Time:	

Requestors Name: \_\_\_\_\_ Department: \_\_\_\_\_  
 Extension: \_\_\_\_\_ Pager: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Date Prepared: \_\_\_\_\_  
 Justification: \_\_\_\_\_

### REQUESTING DEPARTMENT HEAD APPROVAL:

Name: \_\_\_\_\_  
 Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### PHOTOGRAPHERS' COMMENT:

Approved       Disapproved:  
 Remarks/Comments \_\_\_\_\_  
 Assigned to: \_\_\_\_\_  
 Photographers' Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_

### UNIVERSITY RELATIONS & MEDIA DEPARTMENTS' USE ONLY:

Date Received: \_\_\_\_\_ Reference No: \_\_\_\_\_  
 Department Head Approval:  
 Date: \_\_\_\_\_ Signature: \_\_\_\_\_