PHOTOGRAPHIC SERVICES REQUEST FORM

Room 103 Lee Hall
Phone: (850) 599-3413
Fax: (850) 561-2626

PLEASE PRINT CLEARLY

CONTACT INFORMATION
Date Requested: ____________________________ Date Needed: ____________________________
Name: ____________________________________ Title: _________________________________
Department: _______________________________ Room: __________________ Campus Phone: __________________
Fax: ____________________________ Email Address: ____________________________

EVENT INFORMATION
Event Name: ____________________________ Event Date: ____________________________
Event Location: __________________________ Event Time: ____________________________
Contact Person: ________________________ Contact Phone: ____________________________

SPECIAL INSTRUCTIONS

OFFICIAL USE OF PHOTOGRAPHS
[ ] News Release [ ] Yearbook [ ] Athletics [ ] Administration [ ] The FAMUAN [ ] Website [ ] SGA
[ ] Recruitment [ ] Publications [ ] Public Relations [ ] Marketing [ ] Other ____________________________

PHOTOGRAPHIC OUTPUT DESIRED
[ ] CD [ ] Email ____________________________
REQUESTER MUST PROVIDE COMPACT DISC

Return To: Office of Communications
103 Lee Hall
Florida A&M University
Tallahassee, FL 32307
Ph: (850) 599-3413 Fax: (850) 561-2626

• This form is ONLY a REQUEST and must be processed and approved by the Chief Communications Officer.
• The FAMU Office of Communications reserves all rights in deciding whether or not an event can be photographed.
• Please submit this completed form to the address above or fax to (850) 561-2626 at least five working days prior to date of event.
• All photography will be done using digital format technology.

OFFICE USE ONLY

APPROVAL SIGNATURE
[ ] Approved [ ] Declined
Date: ____________________________ CCO Signature: ____________________________

ACTION TAKEN
Date Event was Photographed: ____________________________ No. of Photos Taken: __________ No. of Photos Delivered: __________
Delivery Method: [ ] CD [ ] Email Date of Delivery: ____________________________
Accepted by: ____________________________ Email Address: ____________________________