



# Photography Request Form

## Requesting Photography Process

### Step 1

Please fill out the photo request form and return it to Jennifer La Forge in the Office of Institutional Advancement, 480-461-7794. Please submit photo requests 24-48 hours prior to proposed time for scheduling purposes. Last-minute requests will be accommodated based on photographer availability.

### Step 2

Please follow up with the IA Office to make sure your photo request form was received and to go over specifics of request.

For example:

What kind of shot are you looking for? (portrait, candid, mug, etc...)

Do you have specific people in mind?

What is the objective/purpose of the photo?

Who is your audience?

How many people are in the photo?

### Step 3

Meet the photographer at the event to coordinate poses and subjects. If you are not available, please arrange for a contact.

## Event Info

Name of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Time photographer is needed (start and end time): \_\_\_\_\_

Contact at the event: \_\_\_\_\_

## Photo Requirements

Film\*  Digital

\*Please allow 3-4 days for photo processing (film only).

## Type of photo

candid (not posed or rehearsed)

headshot, mug shot, or head-and-shoulders (single picture of a person's face)

general (photos of meetings, campus activities/clubs, or overall view of an event)

other (posed pictures of people with awards, pictures of buildings, etc)

Please specify additional information below.

(i.e. I would like each awardee to have a posed shot with the President and their award)

\_\_\_\_\_  
\_\_\_\_\_

## Brief Description

Please provide any additional information in the space provided below. (ie, an email address if the photo needs to be sent somewhere, size of photo needed, how many copies, etc.)

\_\_\_\_\_  
\_\_\_\_\_

## Reproduction Requirements

How will the photos be used?

Print (Publication)  Web

E-mail  Print on portrait paper (please indicate how many copies) \_\_\_ 4 x 6 \_\_\_ 5 x 7 \_\_\_ 8 x 10

Other

Would you like the photo edited by a graphic designer?

yes (Please allow sufficient time to edit photos. Time will vary depending on current graphic projects.)  no

What date are the finished photos needed? \_\_\_\_\_

A signed Photo Release Form must be obtained when taking photographs of any student, faculty member, employee or member of the public for use in college publications or on the MCC website. Verbal consent is not acceptable. If the person photographed is under the age of 18, a parent or legal guardian must sign the Photo Release Form.