



## Photo/Video Request Form

### Copies of Existing Photography or Video:

The Communications Office keeps an archive of photography and video. Departments may request digital copies for their own use by submitting this form. Communications will revert digital copies within two (2) business days.

### Photography or Video of Events:

*Each department is expected to maintain its own photographic/video coverage of its events.* The Communications Office will not cover departmental events except for the following:

- The event is of a certain size and significant value to the entire university, AND
- The department has requested at least one week in advance by submitting this form.

The Communications Office has the right to refuse coverage if there is a conflict with its existing schedule or mission.

### I would like to request:

A. Copies of existing photos/videos

B. Photography of an event

Videography of an event

Name:			
Title:		Dept:	
Email:		Mobile:	

### A. Copies of Existing Photography or Videos

Event:			
Date:			

### B. Photography or Video of Event

Event:		Date:	
Location:		Time:	
Why Communications should cover this event:			