

FAX REQUEST TO 4-2629

Photographic Services Photo Request Form 2009

PLEASE CALL or EMAIL IN ADVANCE TO DISCUSS DETAILS AT 42561

10 days advance notice is required.

Date of Event: ____/____/____

Time (when you need a photographer)

____:____ AM / PM

Ending Time ____:____ AM / PM

Did you call or e-mail? Yes ____ No ____

Type of Activity: _____

Location: _____

Department: _____

Requested by: _____

Phone No.: _____

Budget Code No.: _____ \$40 per hour for each photographer for photographing and traveling. Additional fee for computer work if necessary. You will receive a disk(s) of unedited photos.

Usage: _____

Department Head Signature: _____

What type of photos: Group? Posed? Speakers?

IMPORTANT:

Please let attendants know in advance a photographer(s) will be at your event to avoid unnecessary confrontation. We cannot photograph non-TU people without model release. Minor's parents or guardians must sign model release. You are responsible for model releases. Copyright belongs to Towson University. No posting any photos on Facebook or personal web sites without prior written consent from Photographic Services Dept.

We schedule according to the information on this form. If changes occur, you must resend this form to ensure a photographer for your event.

OFFICE USE ONLY

Date of receipt: ____/____/____

Called to confirm: _____ Date: ____/____/____