

How to use and send this form: 1. Save this form to your desktop 2. Fill out the saved form completely 3. Save-as the form in a different file name 4. Email and send the form as an attachment to **universityrelations@methodist.edu**

To request a photography service, please submit your request at least 10 business days prior to your event or photo session. This form is for requesting services and does not guarantee the availability of a photographer. After submission of this form, your request will be reviewed by University Relations and confirmed via email. You should receive an email within three business days confirming your request. Please contact us if you have not received confirmation within three business days of submitting your request.

Contact Information

Date submitted (MM/DD/YYYY)

Name:

Department/organization:

MU email:

Office phone:

Cell phone*:

*If the event is held afterhours or during the weekend, please provide a cell phone number to contact in case of any location and/or time changes.

Photography Details

Event/project title:

Event/project date(s) (MM/DD/YYYY)*:

Location

Event/project beginning & ending time*: *from**to*Photography beginning & ending time (*if different*)*: *from**to*

Photography purpose:

Instructions/details for the photographer:

*If the date and time need to be scheduled with a photographer, put "TBD" for date and time sections.

For Office of University Relations Use Only:

Approved

Not approved

Assigned photographer

If the location and/or time of the event is changed, please inform us as soon as possible via email at universityrelations@methodist.edu.