

## Creative and Visual Services – Photography

Fairview Building, Room 130

Murfreesboro, TN 37132

Office: (615) 898-2896 • Fax (615) 898-5429



**Please provide all requested information and email to [photorequest@mtsu.edu](mailto:photorequest@mtsu.edu).**

You should receive an e-mail confirmation within 24 hours.

If you do not receive confirmation within 72 hours, please contact our office at 898-2744.

| Assign Photographer   | Order Request | <b>Photography Request Form</b> |  |
|---|---------------|---------------------------------|--|
| Date Request Submitted (mm/dd/yy)   |               |                                 |  |
| Requester   |               | Phone                           |  |
| Department/Division   |               |                                 |  |
| Contact Email   |               | Index No.                       |  |
| Project Name  |               |                                 |  |
| Location  |               | Event Date                      |  |
| Time Coverage Starts  |               | Time Coverage Ends              |  |
| Onsite Contact  |               | Phone                           |  |
| Order Request Deadline (mm/dd/yy)   |               |                                 |  |
| Image Sizes/Resolution/Print Size   |               |                                 |  |
| Images Requested (include catalog and file number)  |               |                                 |  |
| Delivery Method (please mark one of the options listed)   |               |                                 |  |
| CD or DVD      Jump Drive (client provided)      Print      Social Media Upload      Electronic Transfer                                |               |                                 |  |
| Notes/Special Instructions (Specific photographs, directions, number of people, upload instructions, cropping, description/usage, etc.) |               |                                 |  |
| Client to see contact sheet   |               | Photographer to select images   |  |
|   |               | File                            |  |

### OFFICE USE ONLY

|                |       |                    |               |
|----------------|-------|--------------------|---------------|
| Photographer   |       | Time on Assignment |               |
| Files          |       | Completed By       |               |
| Catalog Number |       | Ticket Number      |               |
| Disposal       | Date: | Time:              | Method:       |
|                |       |                    | December 2012 |