



MARKETING AND COMMUNICATIONS

Photo Request Form

Thank you for making Photo Services part of your event planning. We will do everything we can to accommodate your request. Please complete and return this form to Photo Services at least seven business days before your event. You may attach and return by email to: moncriefj@uncw.edu or fax to 910.962.3847 or send to Photo Services@Campus Box 5993. Photo Services will contact you within two business days regarding our availability.

For more information regarding Photo Services, visit our Website at www.uncw.edu/marketingcommunications

PURPOSE OF PHOTOGRAPHY (CHECK ALL THAT APPLY)

- ARCHIVE
 EXTERNAL PUBLICATIONS
 INTERNAL PUBLICATIONS
 NEWS/MEDIA
 WEB SITE
 GIFTS
 POWERPOINT
 ADVERTISING
 OTHER _____
 UNKNOWN

NAME OF EVENT: _____ DATE: _____

LOCATION: _____ RAIN SITE: _____

EVENT START/END TIME: _____ PHOTOGRAPHER ARRIVAL TIME: _____

BRIEF DESCRIPTION OF EVENT:

CONTACT PERSON AT EVENT: _____ CELL #: _____

PHOTO DELIVERY CONTACT: _____ PHONE: _____ E-MAIL: _____

PRINTED/ONLINE PROGRAM AVAILABLE? YES NO

WILL MINORS BE PARTICIPATING*? YES NO **Photo releases are required for underaged participants.*

MEAL SERVED? YES NO

MEAL SERVED FOR PHOTOGRAPHER? YES NO

SPECIFIC PHOTO REQUESTS (special guests, large group shots, etc):

Photo Services provides color-corrected "photographer's selects" in digital JPEG format @ 300dpi, approx. 8 by 10 inches. We do not provide photographic prints. Digital photo files are placed on the UNCW Sammy Server within ten (10) business days of the event and an email notification will be sent the delivery contact (above). Special requests for photo imaging and delivery should be noted above. Questions? Please call Jamie Moncrief, ext 3601.

