



OFFICE OF UNIVERSITY
COMMUNICATIONS
Florida Atlantic University

LOCATION PHOTOGRAPHY REQUEST FORM

All on-location
photography jobs in
Creative Services
begin with the
completion of
a location
photography
request form.

This form will help
you identify the
objectives and
will assist us in
understanding
your goals.

Office of University Communications
777 Glades Road, Bldg 4
Boca Raton, FL 33431

Phone: 561.297.3025
Fax: 561.297.2307
www.fau.edu/creativeservices

CLIENT

Tracking Number # _____

Department _____

Date _____

Contact Person _____

INDEX# _____

E-mail _____

Phone # _____

PHOTO USAGE

Purpose of photography:
(if more than one, rank in order
of importance)

- ___ Direct Instruction
- ___ Research
- ___ Media/Press Release
- ___ Publication
- ___ Other

Intended audience:
(if more than one, rank in order
of importance)

- ___ Students
- ___ Prospective Students
- ___ Faculty/Staff
- ___ General Public
- ___ Donors
- ___ Other

ASSIGNMENT DETAILS

Date: _____

DAY OF THE WEEK:

M T W R F SA SU

Time: _____

Event Description: _____

Location: _____

Contact At Location: _____

ATTIRE: ___ Casual ___ Business Casual ___ Business ___ Black Tie

Specific Photographs Required: _____

Reason Why Images Should Not Be Shared: _____

FINAL PRODUCT

___ Digital Images (no costs involved; either emailed or posted on server)

Email Images to: _____

___ Images to CD (no cost if blank CD is provided)

___ Prints (cost of prints charged to department; please ask for sizes and prices)

___ Other _____