



## PHOTOGRAPHY REQUEST

Complete the following to request to have photographs taken, including event photos, headshots, or styled photos.

Please note that University Relations can only cover significant events and those open to the community. We do not have the resources to photograph every on-campus event. Please keep this in mind when submitting your photography requests.

**FOR UNIVERSITY RELATIONS USE ONLY**

Date Received	Date Completed
Revisions/Drafts	Time Spent

Send your completed form and any photo examples to [univrel@gsw.edu](mailto:univrel@gsw.edu).

### Contact Information

Name:

Email:

Department:

### Photography Expectations

Project or event name:

Date of event:

Anticipated number of attendees:

Specific photo expectations:

Notes or additional instructions: