

Project Name \_\_\_\_\_

Date Sent \_\_\_\_\_

Department \_\_\_\_\_

Requestor \_\_\_\_\_ Ext. \_\_\_\_\_

Authorizing Name ( **required** ) \_\_\_\_\_ Ext. \_\_\_\_\_

Acct. Number ( **required** ) \_\_\_\_\_

PRIMARY DEPT. CONTACT AT EVENT \_\_\_\_\_ Ext. \_\_\_\_\_

Prints : H E Total Quantity \_\_\_\_\_ Size(s) (#/size) \_\_\_\_\_

What do you need photos of?  
\_\_\_\_\_

How are these images being used?  
\_\_\_\_\_

To whom should these images be distributed, and when?  
\_\_\_\_\_

**DESIGN & EDITORIAL SERVICES USE ONLY**

Photographer \_\_\_\_\_

Art Direction \_\_\_\_\_

Please email the completed form to: [photography@jwu.edu](mailto:photography@jwu.edu). Call 598-2359 with questions.