



Date Submitted

[Empty box for Date Submitted]

# Marketing Communications PHOTOGRAPHER REQUEST FORM

Date Photo(s) are Needed  
(Normal turnaround time is 10 business days)

[Empty box for Date Photo(s) are Needed]

Job Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Requesting Department/School \_\_\_\_\_

Name/Title of person authorizing payment \_\_\_\_\_

Name, address and phone # of person job needs to be delivered to:

Name \_\_\_\_\_

Location/Address \_\_\_\_\_

Phone # \_\_\_\_\_

**Budget Number**

**REQUIRED**

## PHOTOGRAPHER REQUEST

(NOTE: Cost for a photographer is approximately \$100/150 per hour.)

1. Purpose of photo(s) - \_\_\_\_\_

2. **Name** of person or event to be photographed \_\_\_\_\_

**Date and time** photographer is needed \_\_\_\_\_

Approximate **length** of photo session (minimum of 1 hour) \_\_\_\_\_

3. Name of contact person at photo shoot \_\_\_\_\_ Cell # \_\_\_\_\_

4. Address and directions to off-campus event (if applicable) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.  Horizontal  Vertical  Either

Return completed Photographer Request Form to Janet Allen Crocker.

E-mail: allen\_jh@mercer.edu • Fax: (478) 301-4124