WHITMAN COLLEGE
OFFICE OF COMMUNICATIONS
Phone: (509) 527-5969
Email: lehmangc@whitman.edu

# PHOTOGRAPHER BOOKING REQUEST FORM-**Reunions and Major Events**

To book a photographer for reunions or major events, please complete this form and return by campus mail to the Office of Communications, Memorial 315, attention Photography.

NOTE: We prefer a minimum of one month lead time on major event requests.

Today's Date: _____

Requester's Name: _____ Department: _____

Campus Address: _____ Phone: _____

Account Name/Number: _____ E-mail: _____
Fees associated with request will be charged to account.

Major Event Name: _____

Location of Event: _____
Lighting in some of the venues used for events is not particularly good for photography. If you know the event will require low light, please indicate below under "Special Instructions" so that we can prepare and arrange to stage photographs.

Date of Event: _____Time of Event: _____ Length of Event: _____

For which portion of time should photographer shoot: (i.e - 1 to 1:30 p.m.)? _____

Description and type of images you would like captured (specific individuals, small or large groups, how many people, etc.). Please be specific.

How will the photos be used? (publication, Web site, distribution, etc.) Please be specific.

Special Instructions:

Contact Person(s) at Event: _____
Please name an individual who will attend event that could be available to assist the photographer should the photographer need help identifying subjects and resolving unexpected difficulties. This person would facilitate photographs of individuals, situations and groups that may not be obvious to the photographer.

Images Needed By:_____(Please allow a lead time of one month plus a turnaround time of one week. We will send images on a CD via campus mail.)

*Internal Use Only:* Date Recieved: _____ Date Shot: _____ CD Sent: _____

Photographer(s): _____

Special Instructions: _____