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

PHOTOGRAPHER BOOKING REQUEST FORM

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

NOTE: We prefer a minimum of two weeks lead time on all photographer 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.

Event Name or Purpose of Photo Shoot: _____

Location of Event/Shoot: _____
Lighting in some of the venues used for events is not particularly good for photography. If you know the event or speaker will require low light, please indicate below under "Special Instructions" so that we can arrange to take photographs before or after the lecture or event.

Date of Event/Shoot: _____Time of Event/Shoot: _____ Length of Event/Shoot: _____

For which portion of time should photographer shoot: (i.e - 1 to 1:30 p.m.)? _____
For lectures: Podium photos are not as interesting as book signings or students interacting with a speaker after the event. Sometimes it is best to schedule the photographer to shoot a few podium shots at the end of the lecture and the activity following it.

Description and type of images you would like captured (portrait, special event, specific individuals, groups, how many people, etc.). Please be specific.

What is the objective of the photo shoot, and how will the photos be used? (publication, Web site, display, distribution, etc.) Please be specific.

Special Instructions:

Contact Person(s) at Event/Shoot: _____
Please name an individual who will attend the 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 two weeks plus a turnaround time of one week. We will send images on a CD via campus mail.) Please note that not all requests are approved (based upon available resources, use of images and newsworthiness, etc.), and submission of this form does not guarantee a photographer for your event. Once you submit this form we will contact you to discuss your request.

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

Photographer: _____ Student Models: _____

Special Instructions: _____