

Photography Production Request Form
Communications & Marketing
(Please complete and return to Russell Ray)

Request Date:		Expected Delivery Date:
Requested by:		
Location:		
How/Where will photo(s) be used:		
Talent: (male/female/ specific person—may need a Photo Release Form)		
Photo Release Form Needed:	___ Yes ___ No	
EXTERNAL PARTNER(S)		
School/Company:		School/Company Contact(s):
E-mail address:		Phone:
Address:		
(City) (State) (Zip)		

<i>Below will be completed by C&M Staff</i>	
<i>Photo Shoot Date:</i>	
<i>Photographer:</i>	
<i>Other staff to work on project:</i>	
<i>Directions to Location: (if to be shot on location—not at agency)</i>	
<i>Vehicle Reserved:</i>	