

# Photo Services Request Form

Office of Public Relations  
318-342-3720  
bjordan@ladelta.cc.la.us

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Use this form to request photo services from the Office of Public Relations. Please answer all questions as completely as possible to help us provide the best solution. Submit the form as an email attachment or through campus mail.

Date: \_\_\_\_\_ Priority: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Requesting Department/Supervisor: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Location of event: \_\_\_\_\_

Time photos need to be taken: \_\_\_\_\_

Expected length of assignment: \_\_\_\_\_

What photos are needed?: \_\_\_\_\_

For what purpose? \_\_\_\_\_

Give a brief description of the photo assignment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Completion: \_\_\_\_\_

Approved by(Department/Supervisor): \_\_\_\_\_