



(Meeting date: \_\_\_\_\_ Job # \_\_\_\_\_)

**PHOTOGRAPHY REQUEST FORM**

To be filled by Comm & Pub Office

The Office of Communications and Publications consults in-house clients on their marketing, publications and communications needs. The office coordinates the University's marketing efforts such as digital and electronic communications (including advertising), designing, creative and printing services, media relations and photography services.

Date submitted: \_\_\_\_\_

Requested event date: \_\_\_\_\_

Requested event time: \_\_\_\_\_

Requested event venue: \_\_\_\_\_

Comms Office contact person (s): \_\_\_\_\_

**Event Description**

Name of Department/Society: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event details: \_\_\_\_\_

Special instructions (if any): \_\_\_\_\_

Contact person for event (from requesting department/society)

Name: \_\_\_\_\_

Phone (Cell and extension numbers): \_\_\_\_\_

Email: \_\_\_\_\_@fccollege.edu.pk

Signature of Chairperson or Department Head: \_\_\_\_\_

**Note:**

- The completed request form must be submitted to the Office of Communications and Publications no later than **three working** days prior to the date of event. Rush events will be considered on a need-to basis.
- This form is applicable only for events held on workdays, Monday through Friday. For photography on weekends, departments will be required to make alternate arrangements.
- The Comms Office does not offer videography. However, videography services may be hired through the Office.
- On returning the completed form, the Office of Communications and Publications will inform the contact person about any additional information needed or to schedule a meeting.

**Return completed form to:** Office of Communications and Publications, room 217, Ahmad Saeed Administration Building.

This form can also be downloaded from: <http://www.fccollege.edu.pk/faculty-directory/administration/communications-and-publications-office>