



Photography Services Request Form

Photography services are provided as a function of the Office of External Relations in representing Touro University California to the public. All photo requests must use this form. **Please submit requests at 10 days prior to your event or photo session.** This form is for requesting services and does not guarantee the availability of a photographer. After submission of this form your request will be confirmed via phone or e-mail. Requestor is responsible for securing photo releases of all subjects to be photographed and providing information prior to shooting if a photo release is not in place.

Additional details on photo releases and forms are available in AVShare in the ER/PR folder.

For more information about requesting photography services please contact
Diyosa Carter at 707-638-5805 or Diyosa.carter@tu.edu

CONTACT INFORMATION		
Name:	Dept/Organization:	Date Submitted:
Office Phone:	Cell Phone:	Email Address:
SHOOT DETAILS		
Event/Program Title: (If the event will follow a schedule, attach a program or schedule of events)		
Event/Program Date:	Event/Program Time: Start: End:	Time photographs (if different) Start: End:
Contact for day of shoot, if different from requester above: Name and Phone:		
Location of Shoot: (include building and room number, if off campus provide complete address)		
Intended Purpose or Description of Requested Photos: (specific publication, display, distribution, web)		
Specific needs or details/persons to highlight:		
Estimated Attendance:	Is the event <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	

FOR OFFICE USE:		
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	_____
	Director of External Relations	Date
<input type="checkbox"/> Event Confirmed	<input type="checkbox"/> Photo release posted or forms	<input type="checkbox"/> Delivered: URL or AVShare location:

Acceptance of this form does not constitute approval