

Creative and Visual Services – Photography

Fairview Building, Room 130

Murfreesboro, TN 37132

Office: (615) 898-2896 • Fax (615) 898-5429

**MIDDLE
TENNESSEE**
STATE UNIVERSITY

Please provide all requested information and email to photorequest@mtsu.edu.

You should receive an e-mail confirmation within 24 hours.

If you do not receive confirmation within 72 hours, please contact our office at 898-2744.

<input type="checkbox"/> Assign Photographer		<input type="checkbox"/> Order Request		Photography Request Form	
Date Request Submitted (mm/dd/yy)					
Requester			Phone		
Department/Division					
Contact Email			Index No.		
Project Name					
Location				Event Date	
Time Coverage Starts			Time Coverage Ends		
Onsite Contact			Phone		
Order Request Deadline (mm/dd/yy)					
Image Sizes/Resolution/Print Size					
Images Requested (include catalog and file number)					
Delivery Method (please mark one of the options listed)					
<input type="checkbox"/> CD or DVD <input type="checkbox"/> Jump Drive (client provided) <input type="checkbox"/> Print <input type="checkbox"/> Social Media Upload <input type="checkbox"/> Electronic Transfer					
Notes/Special Instructions (Specific photographs, directions, number of people, upload instructions, cropping, description/usage, etc.)					
<input type="checkbox"/> Client to see contact sheet <input type="checkbox"/> Photographer to select images <input type="checkbox"/> File					

OFFICE USE ONLY

Photographer		Time on Assignment	
Files		Completed By	
Catalog Number		Ticket Number	
Disposal	Date:	Time:	Method:
			December 2012