



# SOUTHERN MISS PHOTOGRAPHY SERVICES

## Photography Request Form

Please submit requests at least 2 *weeks* in advance of date needed. Special jobs may require more time.

Email the completed form to [photoservices@usm.edu](mailto:photoservices@usm.edu), send through interdepartmental (box 5097), or deliver in person to Photo Services in McLemore Hall. If you need assistance in filling out the form, please call 266-4149.

Request submitted by: \_\_\_\_\_ Dept. \_\_\_\_\_

Date of request: \_\_\_\_\_ Date final product due: \_\_\_\_\_

Charge to budget: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Box: \_\_\_\_\_

Service Requested (event name, description, date, time, and location):

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*Request for: (Please check all that apply)*

**Printed Materials**

- Prints
- Selected Digital images
- Cd of entire event
- Mounted display
- Other

**Coverage**

- Special event off campus
- Special event on-campus
- Reception
- Press Conference

*Photo Services use only*

Est. Begin Date: \_\_\_\_\_ Est. End Date \_\_\_\_\_ Est. Hrs: \_\_\_\_\_

Cost Estimate: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Total Cost: \_\_\_\_\_