Work order will not be processed without the following information:

Department ____________________________ Cost Center No. ____________________________

Date Submitted ______________ Cost Center Director’s Signature ____________________________

Person Requesting Job ____________________________ Phone ____________________________

Fax # ____________________________ E-mail ____________________________

Purpose of Photos ____________________________

Format(s) Desired – Digital Files, Black & White, Color Prints, Color Slides ____________________________

Date Photos Needed ____________________________

INFORMATION MUST BE TYPED TO PREVENT ERRORS.

This request must be received at least four weeks prior to a scheduled event. This will help solicit outside media coverage. If a last-minute unscheduled photo opportunity develops, please notify Media & Publications immediately.

WHO (Sponsor or event or program, and the name, title and phone number of a contact person if different from above):

WHAT (Name and purpose of event/program. How is Kean involved?):

WHERE (Location of event/program, room number and building if at Kean; directions to location, if off campus):

WHEN (Date and time of event/program):

IMPORTANT DETAILS (Key individuals to be photographed. Is attire formal or informal? Is event indoors or outdoors? Is there anything else the photographer should know?)