



# UNIVERSITY AND COMMUNITY RELATIONS

The University of North Carolina at Pembroke

PO Box 1510 • Pembroke, NC 28372

Phone: 910.521.6249 • Fax: 910.521.6694 • [www.uncp.edu/relations/](http://www.uncp.edu/relations/)

## PHOTOGRAPHY REQUEST FORM

Return the completed form to either Bobby Ayers, University Photographer, Jacobs Hall, Suite A, or Raul Rubiera, University Photographer, Jacobs Hall, Suite A, at least 72 hours before the event. For more information, contact Bobby Ayers at 910.521.6253 or [robert.ayers@uncp.edu](mailto:robert.ayers@uncp.edu), or Raul Rubiera at 910.775.4245 or [raul.rubiera@uncp.edu](mailto:raul.rubiera@uncp.edu) or visit [www.uncp.edu/relations/photography/](http://www.uncp.edu/relations/photography/).

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

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

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location: \_\_\_\_\_

Person Requesting Service(s): \_\_\_\_\_

Department: \_\_\_\_\_

Photos to Be Used For: \_\_\_\_\_

Name of "On Scene Contact Person": \_\_\_\_\_

Detailed Description of Photos Needed: \_\_\_\_\_

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### *For Photo Office Use Only*

Received: \_\_\_\_\_

Confirmed: \_\_\_\_\_

Completed: \_\_\_\_\_

Notes: \_\_\_\_\_

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