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/

PHOTOGRAPHY REQUEST FORM

Please submit **ALL** photo requests, along with this completed form, via email to photos@uncp.edu.

Forms must be submitted by close of business Wednesday, the week prior to the event. Night or weekend requests must be received by close of business two weeks prior to event.

For more information, contact Bobby Ayers at 910.521.6253 or Raul Rubiera at 910.775.4245 or visit www.uncp.edu/relations/photography/ .

Name of Event/Project: _____

Date of Event/Project: _____

Event Start Time: _____ End Time: _____

Event Location: _____

Person Requesting Service(s): _____

Department: _____

Phone: _____

Email: _____

Photos to Be Used For: _____

Name of "On Scene" Shoot Representative: _____

Cell Phone: _____

Detailed Description of Photos Needed: _____

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