



**AUBURN UNIVERSITY
AT MONTGOMERY**

OFFICE OF UNIVERSITY MARKETING

Frank C. Williams | Photographic Specialist
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- * A 48 hour notice is required for regular work hours assignments.
- * A two week notice is required for after hours or weekend assignments.

Completion of a Photographic Service Job Request Form does not guarantee photographic service.

Photographic Services Job Request Form:

Department needing photographic service: _____ Today's date: _____

Name of event: _____ Place of event: _____

Date of event: _____ Time of event: _____

Contact person(s) & phone number: _____

Who will be the contact person at the event: _____

If images are to be used with a press release, please provide hometown information for those to be publicized.

Time during event that photographic service is required: _____

Estimated number of AUM students in attendance *: _____

* Priority will be given to events that feature AUM students.

Award presentations: Yes No

People mingling: Yes No

Speakers at lectern: Yes No

Please note any special presentations, ceremonies or rituals that will take place during the event and when:

Will the photographs be used for a campus publication or web site? Please be specific:

If images are being taken for display purposes only, where will the photographs be displayed?

Would you like us to post a picture from the event to AUM social media pages? Yes No

*In the event that University Relations is unable to provide a photographer for the event, we will be able to post and archive images taken by your department representative on AUM's internal image website, **Smugmug**.*