

# Department Event Photography Request

## Department Event Photography Request

Name \* \_\_\_\_\_  
Department \* \_\_\_\_\_  
Billing Address \* \_\_\_\_\_  
Phone Number \* \_\_\_\_\_  
Email \* \_\_\_\_\_

### Chartfield String Information

Prior to submitting this request, we recommend checking your chartfield information in the University tracker tool, <http://ccinfo.unc.edu/finance/chartfield-checker>, to ensure the information submitted is valid and that we are able to proceed with your project.

Finance Contact \* \_\_\_\_\_  
Finance Contact Phone Number \* \_\_\_\_\_  
Business Unit \* \_\_\_\_\_  
Fund \* \_\_\_\_\_  
Source \* \_\_\_\_\_  
Account \* \_\_\_\_\_  
Department ID \* \_\_\_\_\_  
Cost Code 1 \_\_\_\_\_  
Cost Code 2 \_\_\_\_\_  
Cost Code 3 \_\_\_\_\_

### Project Details

Project Name \* \_\_\_\_\_  
Location \* \_\_\_\_\_  
Date \*  
Month  Month  
Day  Day  
Year  Year  
Start Time \*  
hour  Hour  
:  
minute  Minute  
?  
am  
?  
pm  
End Time \*  
hour  Hour  
:

minute  Minute

?

am

?

pm

Preferred photographer arrival time \*

hour  Hour

:

minute  Minute

?

am

?

pm

Preferred photographer departure time

hour  Hour

:

minute  Minute

?

am

?

pm

Photography Information:

Image delivery deadline \*

Month  Month

Day  Day

Year  Year

Quantity of images \*

Photo Use \*

Scope of coverage or special instructions

Terms and Conditions

All officially recognized student organizations and University departments who wish to enter into contract with Communications & Creative Services (CCS) must agree to the following terms: The terms of this agreement shall commence on the date set forth in a written agreement, and shall continue through the period specified on the Photography or Videography Services Request Form. CCS and/or client may terminate this agreement at any time, for any reason, with or without cause, by giving client or CCS written notice of termination. Termination will be effective immediately. Client is responsible for paying CCS for all hours worked and for any other costs (printing or materials) up to the date of termination. Time required for project completion will be discussed on a case-by-case basis. Most projects require at least two weeks from the request to the project completion date. If CCS deems that there is not sufficient time to complete a project by the desired date, they may decline to take the project or may require a rush fee in addition to any other design fees or production charges the project may require (see Fees).

Initial here to confirm you have read terms and conditions. \* \_\_\_\_\_

Submit

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**Source URL:** <https://carolinaunion.unc.edu/departments/communications-creative-services/design-request-forms/department-event-photography>