

**Photography Production Request Form**  
**Communications & Marketing**  
*(Please complete and return to Gayle Scott)*

<b>Request Date:</b>		<b>Expected Delivery Date:</b>
<b>Requested by:</b>		
<b>Location:</b>		
<b>How/Where will photo(s) be used:</b>		
<b>Talent: (male/female/ specific person—may need a Photo Release Form)</b>		
<b>Photo Release Form Needed:</b>	___ Yes ___ No	
<b>EXTERNAL PARTNER(S)</b>		
<b>School/Company:</b>	<b>School/Company Contact(s):</b>	
<b>E-mail address:</b>		<b>Phone:</b>
<b>Address:</b>		
(City) (State) (Zip)		

<b><i>Below will be completed by ETR Office Staff</i></b>	
<b><i>Photo Shoot Date:</i></b>	
<b><i>Photographer:</i></b>	
<b><i>Other staff to work on project:</i></b>	
<b><i>Directions to Location: (if to be shot on location—not at agency)</i></b>	
<b><i>Vehicle Reserved:</i></b>	