



Photography Request Form

The Office of Marketing and Communications can schedule in-house digital photography by one of our staff members, or we can arrange for a professional photographer to be at your event. Depending on the event for which a professional photographer is requested, you may be charged for the photographer's fees.

If you would like to schedule photographs taken in your classroom, at an on-campus event, or at an off-campus, evening, or weekend event, please complete the Photography Request Form below. Please give advance notice of at least two weeks for off-campus, evening, or weekend events so we may ensure coverage.

NOTE: If you are scheduling photography that involves those under the age of 18 or non-Springfield College individuals, you must have signed Photography Release Form(s) prior to pictures being taken.

Please fill out and send to the Office of Marketing and Communications.

Contact Information

Requested by: _____
 Date Requested: _____
 Department: _____
 E-mail address: _____
 Phone: _____

Request Information

Do You Need:

- A photo taken by an in-house staff member?
- A professional photographer?
- Guidance on scheduling photography?

Type of Event:

- This is a headshot of a faculty member, to post on the College Web site.
- This is a classroom shot.
- This is a Campus event.
- This is an off-campus event.

Event Date: _____
 Event Description: _____

 Event Time: _____
 Event Location: _____
 Photos Requested: _____
 Additional Instructions: _____

