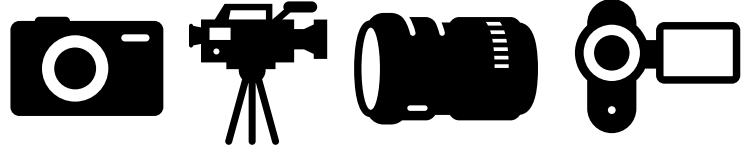




**MOLLOY  
UNIVERSITY**

Office Communications & Marketing

# Media Request Form



**At least seven (7) business days notice is required before booking.**

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Date of Initial Request: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

*Note: If more than two (2) hours of coverage is being requested, special approval is required.*

Requested by: \_\_\_\_\_ Phone/Ext. \_\_\_\_\_

Department: \_\_\_\_\_

Contact name and cell phone during event: \_\_\_\_\_

Media Type Required:      Photography      Videography

**Event Category:**

Academic Rigor  
Research  
Success Stories (Students/ Faculty/ Alumni)  
Institutional Culture

**Planned Strategic usage:**

Archival  
Department/ School/ Webpage  
Department/ School Social feed  
External (please specify) \_\_\_\_\_

Photographer/Videographer Name (if applicable): \_\_\_\_\_

Details about event:

**Email completed request form to Meta Miller at [mmiller2@molloy.edu](mailto:mmiller2@molloy.edu)**

**PLEASE NOTE:**

***Media may not be available for viewing and/or download until seven (7) business days after the event has passed.***

*All requests will be reviewed at the discretion of the Office of University Marketing & Communications as some events may not require a professional photographer and/or videographer.*