



**MOLLOY
UNIVERSITY**

Office of Public Relations
& Marketing
T: 516.323.4500

Photography Request Form



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

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: _____

Photographer Name (if applicable): _____

Details about event:

Email completed request form to mmarra@molloy.edu

PLEASE NOTE:

Photos 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 Public Relations and Marketing as some events may not require a professional photographer.