

El Camino College
Public Relations and Marketing

PHOTO REQUEST

El Camino College Public Relations & Marketing
310-660-3593, ext. 6518, hparnock@elcamino.edu
Fax: 310-660-3946

Please submit your Photo Request at least two weeks prior to your event for evaluation and scheduling.

Requested by:	Name
	Division / Department
	Phone #, Ext. and/or Cell # Email

The ECC Photographer will contact you for more information.

Event Title:		
Campus & Location		
Date:	Day:	Time: <small>2-3 hour block of time maximum</small>
Contact at the Event:		

Please provide a program or agenda for the event ASAP.

Description of the event, what is to be photographed, and how photos will be used.

All photos are Digital unless otherwise requested.