

OFFICE OF THE UNIVERSITY PHOTOGRAPHER PHOTO REQUEST FORM

420 WEST 116TH STREET, APT. 1A, NEW YORK, NY 10027, 212-854-6527

Name _____ E-mail _____

Name of event _____

Date of event _____

Place of event (list address if off campus) _____

Time photographer is requested (start and finish) _____

Contact person at event _____

Brief description of photography needs _____

Any restrictions for shoot (e.g., no flash photography) _____

Format for final files as DVD or Dropbox (check one)

Chart string for billing

Dept	Unit	Fund	PC Bus Unit	Project	Activity	Initiative	Segment	Account

\$175 per hour, billed in one-hour increments, with a one-hour minimum.

\$125 per disc or dropbox folder, \$50 per additional disc.

Normal turn-around is 48 hours for a disc or dropbox folder.

For delivery within 24 hours, rush charges will apply of \$75 for a complete shoot or \$50 for 20 photos.

A cancellation fee of half the photographer's fee will be charged for any event cancelled after the photographer is confirmed.

[E-mail form to eb6@columbia.edu](mailto:eb6@columbia.edu)

For office use only:

Name of photographer _____

Cost for event _____

QUESTIONS? Please contact
Eileen Barroso at eb6@columbia.edu.