Athletic Team Photo Services Request

Photo Instructions
(Summary of Shots, e.g. team photo, headshots):

1.

2.

3.

4.

5.

Name of Team: _____

Date and Time of Photo: _____

Location: _____

__ Yes, I have checked with the athletic facilities coordinator, and the location is available.
__ Yes, I have contacted the University Photographer (x2631) to ensure his schedule is clear at this time.
__ Yes, the head coach or an assistant coach will be present when the photos will be taken.

The Communications Office performs the service of taking photos of teams and individual team members as a courtesy and at no cost to the Athletics Department. As such, when scheduling **a time and location for photos,** coaches must be aware that scheduling outside university business hours (8:00 a.m. to 4:30 p.m., Monday through Friday) will result in overtime charges to the team's budget or the cost of a freelance photographer.

Coaches should confirm with the athletics facility coordinator that the location of photograph(s) is available in advance of scheduling. Please note that the Crimson Commons area of Memorial Field House is not a desirable location, because of lighting, shadows, and seating. Desirable locations include the main and auxiliary gyms in Memorial Field House, Miller Stadium, and Dougherty Field. It is preferable that all team members be photographed during the time scheduled; however, if a team member cannot attend the scheduled session, the coach may arrange for that team member to visit the photo studio at a different time. COACH MUST BE PRESENT AT ALL TIMES to help ensure that photo sessions run smoothly.

Team and individual athlete photos represent IUP in widely distributed publications and on the website. Athletes are expected to **dress appropriately and consistently,** either in team uniforms or warm ups, in business casual attire, or in business attire, at the discretion of the coach. Hats or other headwear should not be worn unless it is part of the uniform, and excessive jewelry should be avoided. Team members who arrive in inappropriate attire will not be photographed. **This form MUST BE submitted one week prior to the desired photo time.**

_____
Signature of Head Coach

_____
Signature of Sports Information Director

Please return this form, with signatures, to the University Photographer, Professional Technology Building, 101 University Drive.

Please note that photography to complement media guide cover designs should be arranged through discussion with the Sports Information Director and the University Photographer.