

<b>Request for Release of University Photographs</b>	
To: Associate Vice President, University Marketing and Communications	Date:
From:	
<b>PLEASE FILL OUT THE FOLLOWING:</b>	
Name of party requesting the photograph(s).	
Purpose for which the photograph(s) will be used.	
Content of the photograph(s).	
Date upon which the photograph(s) is/are needed.	
Should a fee be charged for the use of the photograph(s) or for the materials utilized to create the photograph(s)?	
Has a fee been offered by the party requesting the photograph(s)?	
How will the photograph(s) be credited (e.g., Lois Blonder Gardens at Monmouth University)?	