Because of the limited staff and resources, all photo requests are considered at the discretion of the Marketing & Public Affairs Director. All photos taken become property of the Marketing & Public Affairs Office Archives and can be used for publication or promotional purposes, including Web communications, College publications, brochures, advertisements, banners and newsletters. Persons being photographed may need to complete a consent form, verifying their understanding of the possible uses of their photos by the College.

This form must be completed and submitted/faxed at least two weeks before your event/activity to the Marketing & Public Affairs Office. Fax: (909) 468-4070. Internal Fax: 2070.

Your name: ____________________________________________

Department: ____________________________________________ Date: ______________

Event/Activity: ____________________________________________

Date/Time: ____________________________________________

Purpose of Photos: ____________________________________________

Special Instructions: ____________________________________________