



Mt. San Antonio College  
Office of Marketing & Public Affairs

**PHOTOGRAPHY  
REQUEST FORM**

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:** \_\_\_\_\_

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