



## PHOTO NEEDS FORM

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**<http://photodatabase.missouriwestern.edu/>**

Visit the website, view images and click the save button under a photo you would like, to place it into your "Favorites" folder. Narrow your favorite list to the images you want to request. Print your favorites page. **Attach your favorites list to the Photo Needs Form**, and send it to Campus Printing and Design Services, Wilson 112.

Remember we need the form and the printed favorites list to fill your request. Please do not email us a description of the photo, etc as we must have the codename to find it in the database. (Codename example: ART\_CRW\_2211.jpg)

To ensure that photography used on campus meets the quality standards at Western you must request images from Campus Printing and Design. You cannot download images from the website. We will be happy to fill all your requests as quickly as possible. Images for print will be sent to you on a CD, web images will be emailed.

*I am requesting the attached photos for use in marketing Western, for the following purpose:*

- Website
- PowerPoint presentation
- Publication to be designed by Campus Printing and Design
- Publication to be designed by your department (if printed off-campus, the publication **MUST** be approved by Campus Printing and Design)
- Photo Prints

Date \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

email address (to email images to) \_\_\_\_\_

Signature \_\_\_\_\_

Date images needed \_\_\_\_\_

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CPDS ONLY

order filled by \_\_\_\_\_ Date \_\_\_\_\_

to be designed by \_\_\_\_\_