



Photo Org Session Order Form

*Photo Sessions Offered by Appointment Only
Deliver this form completed to rodrigu@pio.carrollu.edu*

Sessions ordered for official campus purposes must be funded by a department entity or campus partner. Payment must be made to **Photo Org's O-account (13035)** before delivery of photos can be made. All customers must sign a photo release form prior to receiving a photo session. Photo Org is not responsible for arranging photos in to a brochure, poster, yearbook list, or etc. Additional charges may apply.

Customer _____

Phone ____ - ____ - ____

Email _____

Carroll ID No. _____

On Campus Event (\$50/hour)

Off Campus Event (\$100/hour)

Studio Session (\$50/hour)

Department Name _____

Phone ____ - ____ - ____

**Email Address for
Delivering Photos** _____

**Email Owner's
Name** _____

Name of Event _____

Time _____

Photo Session Date _____

**OR Private Studio
(Shattuck Rm 203)**

Event Location _____

Equipment Required

Background

White

Gray

Black

Yellow

Purple

Light Blue

None

Lighting

60" studio light
(Delivers best results)

No Lighting
(In the case of outdoor events etc.)

Posing Chair

Delivery of Final Photos

Google Drive

(Photos will be shared with "Email Address for Delivering Photos." Customer is responsible for saving & distributing photos to individuals in the case of headshots. Photos will be deleted 30 days after delivery in order to save on storage space after which point photos will no longer be available for download.)

USB Drive

(May take longer for delivery depending on Photo Org's availability)

Other Information:

Signature

Photo Org reserves the right to withhold photos and prints from a customer until payment has been received. Photo Org is comprised of a group of undergraduate students with personal interest and various skill sets in photography. Photo Org members are not a substitute for a professional photographer. All earned proceeds go back into funding Carroll University Photography Org. Photo Org photographers do not individually receive any sort of payment or compensation for their work or photographs. Photo Org reserves the right to redistribute and upload photos to the internet if they feel fit to.