



COMSATS University Islamabad Lahore Campus  
Defence Road, Off Raiwind Road, Lahore

**Photography Request Form  
(CUI Lahore)**

Sr. #.....

Date: ...../...../.....

Time:.....TO .....

Mobile No: \_\_\_\_\_

Event Name/ In charge (EMAIL ID): \_\_\_\_\_

Location: Campus/out of campus: \_\_\_\_\_

General requirements i.e. soft copy or \*hard copies: \_\_\_\_\_

\*(In case of hard copy (Album) please attach copy of approved budget)

**Submitted by:**

**Recommended / Forwarded By the HoD**

Name:

.....Name:.....Date:.....

Date:..... Signature.....

Signature..... Approved / not approved :

Director CIIT Lahore \_\_\_\_\_

**Standard Operating Procedures;**

- Duly filled request form should be submitted appropriate time before the event in the office of Sr. Manager (C&L).
- Soft / hard copies will be handed over to the In- charge of the event.
- Personal photo shoot will not be allowed during the event.
- Equipment (Camera etc) will be in the custody of the photographer, student/employee will not be allowed to operate the official equipment.
- C&L office is liable to provide photographs/related material to the concern section (web master and SSC) after the approval of the competent authority to display on official web page.

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**Job allocated:Signature:(C&L Office)**