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# 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **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)**