



PHOTO COMPOSITE REQUEST FORM

ORDERING A PHOTO COMPOSITE IS **EASY AS 1-2-3!**

- 1** Contact a BioCommunications photographer to schedule an appointment for portraits to be taken. See **Portrait Appt Options.pdf** for contact information and more details.
- 2** Complete **this Photo Composite Request Form** and submit to the BioCom service desk to initiate a service request. The **form and a complete list of names of individuals to have their portraits taken must be returned to the BioCom service desk at least 5 days prior to appointment.** Please send list as a Word .doc with names and titles exactly as you wish them to appear (Caps and lower case, all CAPS, with or without professional degrees).
- 3** If you are **updating an existing photo composite**, please mark changes on the previous years photo composite and provide to the graphic designer, Steve Tkachyk. If this is a **new composite**, please contact graphic designer to discuss your needs. All names and titles for composites should be provided electronically.

Questions? Call 626-7343

Today's Date: _____ Photo appointment dates(s) _____

Photo Composite Coordinator _____ Previous Year Coordinator _____

Phone _____ Pager _____ Email _____

Account number for billing _____

Department of _____ Year: _____ - _____

Banner – UMC Tucson Banner – UMC South

College of _____, Class of _____

PHOTO

How many people are to be photographed? _____ Specify dress: Business Attire White Coat Both

PLEASE PROVIDE COMPLETE LIST OF NAMES TO BIOCUM SERVICE DESK AT LEAST 5 DAYS PRIOR TO DAY OF PHOTO APPOINTMENT.

Your final photo composite should be Color B/W

NOTE: All portraits will be saved as color .jgs, burned to a CD and provided to you.

GRAPHICS

- What is the final product?
- Hi-res .pdf
 - Prints; Specify quantity: _____
 - on card stock
 - on glossy text stock
 - poster print; Size: _____
 - other: _____



For composites with up to 40 portraits, please allow 10 working days from date of portrait shoot to date of layout for review. **For composites with greater than 40 portraits**, please allow 20 working days from date of portrait shoot to date of layout for review. Additional 5-7 working days for printing of composite.

DUE DATE for finished composite? _____