THE UNIVERSITY OF ARIZONA
ARIZONA HEALTH SCIENCES CENTER
BioCommunications

P.O. BOX 245032
TUCSON, AZ 85724-5032
PHONE: (520) 626-7343
FAX: (520) 626-2145

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 BioCom 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 Composite Coordinator_____

Phone_____Pager_____Email _____

Account number for billing _____

○ **Update Existing Composite** ○ **New Composite** Previous Year Composite Coordinator _____

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 BIOCOM 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 .jpgs, burned to a CD and provided to you.

GRAPHICS

What is the final product?

○ Hi-res .pdf
○ Prints; Specify quantity: _____
  ○ on card stock
  ○ on coated text stock
  ○ poster print; Size: _____
  ○ other: _____

DUE DATE for finished composite? _____

BioCom Use:

Previous year SR#

_____

Previous year client

_____

Photo appointment date(s)

_____

_____

REV: 12.21.2015