



COMSATS Institute of Information Technology
Defence Road, Off Raiwind Road, Lahore

**Photography Request Form
(CIIT Lahore)**

Sr. #.....

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

Time:.....TO

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 by/ 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 Manager (C&L).
- Soft / hard copies will be handed over to the In- charge of the event.
- Personnel 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.

.....
Job allocated:

Signature: (C&L Office)