

PHOTOGRAPHIC SERVICES

SUMMARY

Communications (COM) staff provide photography services for special events, brochures, posters, annual report covers and other special requests.

PROCEDURE

Departments must submit photography requests through our online request form using QuickBase located at

<https://miamidadegov.quickbase.com/db/bjct88s8x?a=nwr&nexturl=%2Fdb%2Fbjct88s44%3Fa%3Dshowpage%26pageid%3D59>.

Upon submitting a request, a number is assigned to the task, thereby making it traceable from initial submission to delivery and completion.

The following information is required in order to complete the photography request:

1. Contact information – name, phone, email, department
2. Full description of the photography job being requested
3. Valid departmental index/ budget code for billing (if applicable)
4. Event date, time, and location

Completing the request form does not guarantee coverage or availability. All photography requests are subject to photographer availability at the time the request is submitted. Although every attempt is made to provide photography services, it is not unusual for scheduled coverage to be preempted based on the priority of a conflicting event.

A photography request must be submitted at least 72 hours prior to the scheduled event. Photographers are limited to two hours per assignment. After photo services are performed, a link will be provided to download images. Typical turnaround is 72 hours unless communicated otherwise to the photographer.

CONTACT(S):

Department/Division

Communications/Digital media Services