**Video & Photography Request Form**

**Request a Video.** The UGS communications team in the Dean's Office may be available to film video projects for you. Our team will evaluate each request and determine if a video can be made based on timing, our schedule, the depth of the project, etc. If we determine that we can make a video, someone from the communications team will contact you to set up a meeting to discuss the finer details.

**Photo Release Form**

The university has a standard Talent Release Form. If you are taking photos or videos of students, you should ask them to sign this. The form documents a subject's agreement to let you record him or her, and also approves the use, exhibition, or distribution of the photos or video. It will clarify the fact that they are giving you permission to use the images on future promotional materials or a website, for example.