Dr. Mahalingam College of Engineering &Technology
(An Autonomous Institution)

Studio MCET

Photography Service Request for Events

Name of the Staff	:	
Staff ID	:	
College Mail Id of the Staff	:	
Department	:	
Contact Number *(Preferably WhatsApp)*	:	
Event Name & Organizing department / club / chapter	:	
Date of the Event	:	
Venue & Time of the Event	:	
Mail id *(staff mail id preferred to share the photos through drive)*	:	
Exact Taken Time	:	
Service Required	:	☐ Photography ☐ Video Coverage ☐ Editing with Photo / Video Coverage

Note:

1. Staff / Student in charge are requested to fill and submit the form **prior one day** in advance to the event.
2. Photos / Videos will be shared within **two days once after the event**, based on the service requested.
3. Photos / Videos will be shared to the **respective staff mail id** to procure the misuse of photos.
4. MCET Studio member will be available 30 minutes before the start of event.
5. **Student self-portraits** during the function / event is strictly banned.
6. Maximum two Studio members will be available for the event.

Staff Signature **with Date**	**Event Coordinator with** **Name and Designation**	**Studio MCET** **Faculty i/c**