

Planning Your Photo Shoot

- 1) Place your request online, using the [Photography Request Form](#), at least 5 business days prior to the day you want the photo shoot to take place. For available dates, consult the [Photography Calendar](#), accessible from the SUA Portal. Seeing confirmed photo shoots* on the portal calendar is not meant to be a deterrent for additional requests.
- 2) Review the [Photography Request Guidelines](#) to determine if the photo subject's or subjects' consent is required. If consent is needed, send this online [Photography Consent Form](#) to each person who will be photographed and ask that they fill it out and submit it.

If your department uses a different form which specifically addresses consent for photography, and you already have signed copies from the intended subjects, please submit them to the University Photography Office. The consent forms must still be received at least 5 business days before your requested photo shoot date.

- 3) If a photographer is available for the requested photo shoot, you will receive email notification. *However, the photo shoot is not confirmed until all necessary consent forms and permissions have been received.*
- 4) Please review the [Photography Usage Guidelines](#). When posting images on an online platform or distributing images to news sources, credit the photo(s) as outlined in the Guidelines.

If you have any questions, please contact the University Photography office.

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*Confirmed photo shoots on the Photography portal calendar are designated by the initials of a photographer in parentheses next to the event or project name, i.e. (MK). Events or projects that are not assigned or confirmed do not have initials next to them.

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