



APS (Arboretum Photographer's Society) Photo Request Form

Process

1. Fill out request form, save and name the form the title of your request.
Email to requests@arboretumphotographers.com
2. Acknowledgement of receipt of your request will be within 48 hours. The APS may ask you for further details if needed and let you know if the APS can or cannot take on the request.
3. When the request is completed, the contact person will email you and send you the link to the APS website where you can view the photographs. Under each photograph throughout the APS website is the photographer's email. If you need a high resolution version of a photograph for print or presentation purposes, email the photographer and request a high resolution copy. Please ensure that you give the photographer credit when their work is published and provide them with the information on when and where they can view or receive a copy of their published work. **FEEL FREE TO BROWSE OUR WEBSITE ANYTIME FOR PHOTOGRAPHS.**

Contact Information

Your name

Phone #

Email

Dept/Title

Comments

Photo Request Documentation

Event Date

Event Time

Contact person for event

Photograph Goals/Message

Subject to be photographed

How many photographs needed

How will photographs be used
(publication, website, presentation)

Size & Format
jpg, tiff | high res, low res

Due Date

Submission

Submitted To:

Date:

Email to: requests@arboretumphotographers.com

APS Website: www.arboretumphotographers.com