

Image Request Form

University Marketing and Communications

Please fill out the form below in its entirety. Send the completed form and any questions to marcominfo@case.edu. Note: We require a two-week lead time for the first five images requested and one additional week for up to five more images.

Name

Department or school

Email and phone

What types of images do you need? [be as specific as possible, indicating among other things the desired size of the image, what types of people should be represented (age, diversity, etc.), and the preferred environment (event, lab, etc.).]

Orientation [horizontal or vertical.]

Quantity [how many images.]

Usage [note the type of publication/media in which this image will be used. this will determine resolution and rights to purchase, if necessary.]

Do you have an example of the image you are requesting? [if so, please send via email to cwru-umc@case.edu.]

Delivery [how do you want to receive these images: via CD, email or FTP? please provide username and password for uploading.]

Due date [we require a two-week lead time for the first five images requested and one additional week for up to five more images.]

Additional information

Images come from the University Marketing and Communications photo archives. We will do our best to find relevant imagery that fits your needs but cannot guarantee that we will be able to fulfill your request.