



DHEC-0181
Photography Work Order
 Division of Communication Resources
 Customer Service: (803) 898-3873

For Photography Department Staff Only

DHEC/ML/CR No.: _____

Artist: _____

SECTION A: CUSTOMER CONTACT INFORMATION *(Please complete EVERY item)*

Today's Date: _____ Program /Region: _____
 Customer Name: _____ Phone: _____ E-mail: _____@dhec.sc.gov
(Must be a person)
 Physical Address: _____
 Supervisor's Name: _____ Phone: _____ E-mail: _____@dhec.sc.gov

SECTION B: PHOTOGRAPHY PROJECT INFORMATION

DUE DATE *(Please use projected turn-around times on back as a guide.):* _____

PROJECT TITLE: _____

Will the photograph(s) include anyone other than a DHEC employee? Yes No
(If YES, a Division of Communication Resources Release/Authorization form (DHEC-0550) will be needed for each subject/model.) (See APM A.136)

On-location Shoot
*(Please provide a minimum 2 week notice.
 An itinerary for the event should also be attached.)*
 Date: _____ Time of Shoot: _____
 Location Address: _____
 Description: _____

Studio Shoot
(Photographer will coordinate the date and time of shoot.)
 Description: _____

For Photography Department Staff Only
 Date: _____ Time of Shoot: _____

Photo Search Request *(Please provide any keywords or subjects that may assist.)*

For Photography Department Staff Only

Scan Request *(Please be sure to send in materials to be scanned.)*

SECTION C: IMAGE SERVICES

- 1) What are the images needed for?** *(check all the apply)*
- Print Material *(brochure, poster, flier, etc.) (300 dpi)*
 - Display *(300 dpi or above)*
 - Web/PowerPoint/Interactive Media *(72 dpi)*
 - TV Project *(150-300 dpi)*

- 2) Do you need digital images?** Yes No
If YES, how would you like them supplied?
- CD/DVD
 - E-mail
 - Place on Server
(For Design Staff Only)

- 3) Do you need prints?** Yes No
If YES, what size?
- 4x6 5x7 8x10 8x12 11x14 16x20
 - Other _____
- How many prints of each image?** _____
(Photographer will contact you with cost info based on info provided above.)

- 4) Mounting Options** *(check all the apply)*
- Foamcore (black or white)
 - Velcro

- 5) Final Image Selection(s)**
- Contact Sheet Sent to Customer
 - By Photographer

SECTION D: PHOTOGRAPHY STAFF ONLY

Photographer: _____
 Date Received: _____
 Date Logged In: _____
 DUE DATE: _____
 Date Completed: _____
 Logged Out

Tasks	Completed Date

HELPFUL INFORMATION

When Will I Receive My Finished Project?

Turn-around times begin when the Photography Department receives **ALL** of the information and materials necessary to complete a project. **The turn-around time for shoots begin from the day of the actual shoot.**

Turn-around times **will vary** depending on project complexity and current department workload. The Photography Department turn-around times quoted below apply to photography services **ONLY**. Emergency turn-around requests must be approved by the Photography Department and the customer's supervisor before submission.

These scheduling times serve as a guide for photographer services:

- For scheduling studio shoots and on-location events:
minimum 2 week notice

These turn-around times serve as a guide for image services, excluding printing:

- Final processed digital images:
2 weeks
(If customer is not requesting contact sheets, please subtract 3-4 days.)
- For a photo search request or scan request:
5-10 days

- If printing is requested:

The exact turn-around time for printing may be determined by an outside vendor and will be communicated to the customer by the photographer. It is usually 1-2 weeks.

Customer Checklist

General:

Have you completed sections A, B, and C of the work order? (Incomplete work orders may be returned to you for completion.)

Have you included all information and materials needed for the project (location address, due date, itinerary, etc.)?

Approvals & Permissions:

Has your project received Supervisor approval (see Section A)? By indicating your supervisor's name, phone number and e-mail address, approval is assumed. (Work orders **without** information/approval will be returned.)

Do you have a Division of Communication Resources Release/ Authorization Form (DHEC-0550) signed by subjects (non-DHEC employees) that are recognizable in your photographs or images?

If you want to use photos not captured or taken by the DHEC Photography Department or another DHEC employee, do you have written permission from the company or individual to use and reproduce their photos? Attach a copy of the permission letter to this work order.

On-location Events:

Have you attached driving directions to your on-location event?

Have you attached an itinerary of your event(s), indicating what types of pictures are needing to be captured?

Please indicate if there are any special procedures that the photographer needs to be aware of.

Studio Shoots

Do you have all of the objects to be photographed?

Have all of the non-DHEC models for the shoot signed the Division of Communication Resources Release/ Authorization Form (DHEC-0550)?

Special Instructions

When you receive a PDF contact sheet, place a comment or a mark next to the approved photos in the electronic file and save to your computer. Then email that file back to the photography department for project completion.

Photos and Images:

DO NOT E-MAIL YOUR IMAGE FILES TO THE PHOTOGRAPHY DEPARTMENT. THEY **MUST BE PROVIDED ON CD-R OR DVD-R.**

Have you indicated the appropriate size for the prints you need developed?

Have you indicated what you need the images for?

Are your photos in TIF, EPS, or JPG format at 300 dpi resolution?

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR PHOTOGRAPHER AT (803) 898-3873.