

Office for Communication, Advocacy and Promotion for Change (OCAP),
 Ground Floor & 2nd Floor , OCD Admin Building, IIUM Kuantan Campus,
 Jalan Sultan Ahmad Shah Bandar Indera Mahkota, 25200 Kuantan Pahang

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PHOTOGRAPHER SERVICES APPLICATION FORM
PLEASE READ BEFORE SUBMIT THE FORM

- All applications must be submitted to 2&BIDWD at least **One week** before the actual event;
- Please submit the **soft copy** through e-mail AND hard copy to 2&BIDWD;
- Please attach** the programme details i.e **PROGRAMME SCHEDULE(COMPULSORY)**
- Any **incomplete application form will be returned** to the applicant/organizer.
- Any request for services from 2&BIDWD made over the phone without the form will not be entertained.
- The priority for photographer services is for VVIP (*please refer type of VVIPs*)
- Assignment scheduled based on first come first serve basis.**

A. APPLICANT DETAILS

Title of Programme			
Date & Time of Programme			
Venue			
Name of VIP/VVIP & Designation	1. 2. 3.		
Type of VVIP (Tick Where Appropriate) If don't have in Coloumn, Please State	BOG () UMC Members () RECTOR () PRESIDENT ()		
Contact person & Designation			
Organizer /K/C/D/I/O			
Email:			
Office No./HP No.		Fax No.	
<i>NOTE:</i>	1. Please attach the Final Programme (Overall & Opening Ceremony)		
Approval: (Dean/Deputy Dean /Director/Deputy Director/Assistant Director of K/C/D/I/O)	I hereby approve the above request: 		
Official Stamp:	Name: _____ Date: _____		
OFFICE USE ONLY	1 approve /not approve this application: (Director/ Deputy Director/ Assistant Director)		
Approval from Person in-charge: Date: _____		
Official Stamp:	Officer in-charge		
Photographer Assigned;			