



# Naval Air Facility Atsugi Public Affairs

## PHOTOGRAPHY JOB REQUEST FORM

DATE OF REQUEST:

DATE OF EVENT:

EVENT START TIME:

EVENT END TIME:

NAME OF EVENT:

COMMAND:

LOCATION:

### CONTACT INFORMATION

NAME:

EMAIL:

PHONE:

DESCRIPTION OF EVENT:

EXPECTED # OF PEOPLE AT EVENT:

(ATTACH SCHEDULE OF EVENTS IF AVAILABLE)

UNIFORM / ATTIRE:

ARE THERE KEYNOTE SPEAKERS OR MUST-COVER MOMENTS?

INITIAL THAT YOU HAVE READ THE ADVISORY BELOW: \_\_\_\_\_

PLEASE BE ADVISED THAT THE MISSION OF NAVAL AIR FACILITY ATSUGI'S PUBLIC AFFAIRS OFFICE IS TO PROVIDE TIMELY AND ACCURATE INFORMATION ABOUT THE INSTALLATION TO SAILORS, THEIR FAMILIES, MEDIA, AND OUR ALLIES. THE OFFICE PROVIDES INFORMATION THROUGH A VARIETY OF PLATFORMS.

WE TRY TO HONOR EVERY PHOTOGRAPHY JOB REQUEST SUBMITTED THROUGH THIS FORM, BUT DUE TO THE VOLUME OF REQUESTS AND STAFFING, WE MUST PLACE A PRIORITY ON JOBS THAT FULFILL OUR MISSION. IF YOU SUBMIT A REQUEST, WE WILL GET BACK TO YOU WITHIN TWO BUSINESS DAYS TO CONFIRM THAT WE RECEIVED IT. IF YOU HAVE QUESTIONS, CONTACT THE PUBLIC AFFAIRS OFFICE AT 264-4455 OR NAF-ATSUGI-PAO@US.NAVY.MIL PLEASE SUBMIT THE PHOTOGRAPHY JOB REQUEST FORM TO NAF-ATSUGI-PAO@US.NAVY.MIL

### \* FOR PAO OFFICE USE ONLY \*

APPROVALS:

ROUTING INSTRUCTIONS:

RELEASE INSTRUCTIONS:

INTERNAL OFFICE

NO ACTION / DO NOT RELEASE

OTHER US AGENCIES

DVIDS ARCHIVE

FOREIGN NATION ORGANIZATIONS

SOCIAL MEDIA

PA EMPLOYEE NAME

DATE

SEND TO REQUESTER

OTHER: