PHOTOGRAPHY NEELDS

Overview

To ensure the College and University brand remains strong and recognizable, photography must be created or overseen by Creative Services. Additionally, we do not always have the bandwidth to accept projects depending on the circumstance, but we can communicate with UK-approved vendors to outsource in those situations.

Photography Request

	Task	Completed By	Timeline
1	E-mail Creative Services (chs.creativeservices@uky.edu) to request photography for your event or present need.	Requester	Refer to Project Timelines section below
2	After meeting, Creative Services will provide a timeline for completing the project in-house, or recommend outsourcing.	Creative Services	
3	If working in-house, Creative Services will provide photography for the event/need by a Creative Services team member or student worker, or request services from UK Photography as appropriate.	Creative Services	Refer to Project Timelines section below
3	If outsourcing, Creative Services will reach out to an approved vendor to schedule services. Once confirmed, requester should input business order and file appropriate paperwork for outside contractor as required by human resources and business office.	Creative Services, Requester	
4	Creative Services, requester, and vendor will meet to discuss project details and timelines if necessary for the project. Most of the time, this communication can just be done via e-mail.	Creative Services, Requester	
5	Creative Services will continue communication until photo shoot is complete. Creative Services will also house all photos in an archived system.	Creative Services	

Projected Timelines

Medium	Notes	Timeline
Full-Scale Photoshoot	Professional lighting, editing, backdrop. Will most likely be outsourced, paid for by department requesting services or by UK Photography as appropriate.	4-6 weeks
Medium Scale	Small event photography, light editing, small gathering, classroom shoot, etc. – could be done in-house or through a vendor depending on the need.	4-6 weeks
Small Scale	Examples: Photos for social media, candid shots, quick drop by for photos of special project, etc. – most likely done in-house by CS team member or student.	2-4 weeks

UK College of Health Sciences