



LEADING THE WAY
LEADING THE WORLD



INTERNATIONAL MULTI-AWARD WINNING INSTITUTION FOR SUSTAINABILITY

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 Revision: 03
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CORPORATE, STRATEGY & QUALITY MANAGEMENT DEPARTMENT

**Centre for Foundation Studies
 International Islamic University Malaysia**

26300 Gambang
 Pahang Darul Makmur
 Tel: 09-518 3400

Email: cfofficial@ium.edu.my

BOOKING OF PHOTOGRAPHER

APPLICATION DETAILS

Name :

Contact no (HP/Ext) : Email:

Staff / Matric No. : Department:

EVENT DETAILS

Organizer :

Name of event :

Type of event (tick /) Workshop / Seminar Meeting Photoshoot Others

Date of event : Time:

Venue :

*Additional Request (if any) :

.....
 Head of Department Date
 Signature & Official Stamp

- Notes:
- i. Type of photography services i.e. candid, group shots and etc, any images the photographer should capture and other requests about the event;
 - ii. Assignment is scheduled based on first come first serve basis; and
 - iii. Request to be submitted at least 7 working days before the event

FOR OFFICE USE ONLY

Date Received: /...../.....	Approved by: <p align="center">Officer-In-Charge</p>	Photographer Assigned: Name:
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