



**LEADING THE WAY**  
KHAULIFAH • AMANAH • IQRA' • RAHMATAN LIL'ALAMIN  
**LEADING THE WORLD**



Version: 00  
Revision: 04  
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INTERNATIONAL MULTI-AWARD WINNING INSTITUTION FOR SUSTAINABILITY

**CORPORATE COMMUNICATION DEPARTMENT (CCOM)  
OFFICE OF THE DIRECTOR (ADMINISTRATION)**

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

26300 Gambang

Pahang Darul Makmur

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**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  
Signature & Official Stamp

.....  
Date

**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**

<b>Date Received:</b>  ...../...../.....	<b>Approved by:</b>  ..... <b>Officer-In-Charge</b>	<b>Photographer Assigned:</b>  <b>Name:</b> .....
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