



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

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

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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: .....

Venus : .....

\*Additional Request : .....

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

.....  
Date

Notes:

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

**FOR OFFICE USE ONLY**

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