



# U.S. Fleet Activities Yokosuka Public Affairs PHOTOGRAPHY JOB REQUEST FORM

**DATE OF REQUEST:**

**DATE OF EVENT:**

**EVENT START & END TIME:**

**NAME OF EVENT:**

**LOCATION:**

**CONTACT INFORMATION:**

**COMMAND:**

**DESCRIPTION OF EVENT:**  
(ATTACH SCHEDULE OF EVENTS IF AVAILABLE)

**EXPECTED # OF PEOPLE AT EVENT?**

**ARE THERE KEYNOTE SPEAKERS OR MUST-COVER MOMENTS?**

**HOW DOES COVERAGE OF THIS EVENT BENEFIT THE COMMUNITY: (OPTIONAL)**

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

PLEASE BE ADVISED THAT THE MISSION OF U.S. FLEET ACTIVITIES YOKOSUKA'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, INCLUDING THE CFAY WEEKLY NEWSLETTER AND COMMANDER FLEET ACTIVITIES YOKOSUKA FACEBOOK PAGE.

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.

OUR TEAM MEETS EVERY FRIDAY TO REVIEW PHOTOGRAPHY JOB REQUESTS AND OTHER PROJECTS TO DETERMINE WHAT WE CAN COVER. WE WILL CONTACT YOU THE FRIDAY BEFORE YOUR EVENT -- OR SOONER -- IF WE CAN PROVIDE PHOTOGRAPHY SERVICES. REQUESTS ARE NOT APPROVED UNTIL YOU HAVE RECEIVED AN EMAIL OR PHONE CALL FROM OUR TEAM.

IF YOU HAVE QUESTIONS, CONTACT THE PUBLIC AFFAIRS OFFICE AT 243-3003 OR [YOKOSUKAREPORT@GMAIL.COM](mailto:YOKOSUKAREPORT@GMAIL.COM)  
PLEASE SUBMIT THE PHOTOGRAPHY JOB REQUEST FORM TO [YOKOSUKAREPORT@GMAIL.COM](mailto:YOKOSUKAREPORT@GMAIL.COM)