

CSUSB Recreation & Wellness
Request Form for Photos & Video Recordings

For safety and security purposes, all media and academic/class project requests for photos and video recordings in Recreation & Wellness facilities and programs must receive prior approval. Off-campus/media requests must receive initial approval by the Office of Strategic Communication prior to submitting request to Recreation & Wellness. Academic/class project requests must have initial approval by the professor of the class prior to submitting request to Recreation & Wellness.

All requests will receive an email response and be handled in an efficient and professional manner. To process the request, please complete all of the information fields below and submit to the SRWC Membership desk or email to michael.wong@csusb.edu, at least two full business days prior to your request date.

Requestor's Contact Information

Print Name: _____ Today's Date: _____

Phone number: _____ Email: _____

Coyote ID # (if applicable): _____ Media outlet (if applicable): _____

Initial Approvals

ACADEMIC/CLASS PROJECT: Professor/Faculty Member Approval

Print Name: _____ Today's Date: _____

Signature: _____ Email: _____

OFF-CAMPUS/MEDIA REQUEST: Office of Strategic Communication Approval

Print Name: _____ Today's Date: _____

Signature: _____ Email: _____

Request Information

Please state in detail the purpose of the photos / video recording; if this is for a class project, list the class:

Please list all specific areas that photos / video recording will take place:

Please specify desired dates and times the photos / video recording will take place:
