



Photography/Video Request Guidelines

Staff in Manchester's Office of Marketing take photos and create videos to market the University in institutional marketing materials, on the website and in social media. Projects are aligned with the University's enrollment goals, strategic priorities and institutional marketing initiatives. It is not the role of marketing staff to capture photos or create videos that don't serve a marketing function for the University, or to capture photography/video to record events for archival purposes.

Professional portrait photos for use on the website and in publications do serve a marketing function, and employees are encouraged to schedule portrait sittings with the Office of Marketing.

Please determine before submitting a request if the photography/video you need will serve a marketing function. Please submit all requests for Marketing staff or its student workers to capture photos and/or video using [this form](#).

Marketing staff will contact you to discuss your project: its purpose, scope and estimated timeline.