

Plot #3 Ansar Link, Off Umar Galadima Rd Kawo Alhaji Sani, PO Box 13713, Kano

2: 0806 595 9575, 0809 709 5590

PHOTO ALBUM CONTENT REQUEST FORM

We require that you provide us with the under listed information which we'd be using to design and compose your photo album content. Please feel free to omit any detail you feel shouldn't go into the album; likewise you are welcome to provide us with details that we have overlooked/omitted (in this request form) that you feel should go into the album. Fields with **bold** and <u>underlined</u> labels are required to be provided.

Please read the accompanying Guidance Notes and complete the form in CAPITAL LETTERS.

1. CONTACT I	NFORMATION			
Title:	Gender: ☐ Male ☐ Female			
First Name:				
Surname:				
Telephone(s):				
Email:				
2. INSTITUTIO	N DETAILS			
Full Name:				
Address:				
Website Url:				
2.1 Cover	age			
☐ Faculty	/School Department Class of:			
2.2 Facult	2.2 Faculty/School Details			
<u>Full Name</u> :				
# Departme	ents: Total # Students:			

2.3 Department Details				
Ful	Il Name:			
<u># S</u>	itudents:			
3. PH	HOTO ALBUM DETAILS			
Boo	oklet Size: Jotter Size (BJSz) :: (approx: 14.8 x 21.0	cm)	☐ Magazine Size (BMSz) :: (approx: 20.1x26.5 cm)	
Photo Size: ✓ Passport Size (PPSz) :: (approx: 3.9 x 4.9 c			Wallet Size (PWSz) :: (approx: 2.5 x 3.5 in)	
	PostCard Size (PCSz) :: (approx: 3.5 x 5 i	n)		
Pri	nt Quality: Dormal		☐ High (Digital Separation)	
Pri	nt Colour:		☐ 3-Colour ☐ 4-Colour	
	rsons Per Page:	Only		
		,, ,		
3.1	Student/Staff Listing Data Presentation			
	Name Display: Surname First Fi	rst N	lame First	
	Group By: \square Department \square Gender \square Department, Gender			
3.2 Student Content (tick desired fields)				
3.2	2 Student Content (tick desired fields)			
3.2 ✓	Student Content (tick desired fields) Student Registration Number	✓	Parting Words	
3.2 ✓		✓ ✓	Parting Words Department	
3.2 ✓	Student Registration Number		_	
3.2 ✓ ✓	Student Registration Number First Name (Given Name)	✓	Department	
3.2 ✓ ✓ ✓	Student Registration Number First Name (Given Name) Middle Name	✓	Department Last Name (Surname)	
3.2 ✓ ✓	Student Registration Number First Name (Given Name) Middle Name Gender	✓	Department Last Name (Surname) Nick Name	
3.2 ✓ ✓	Student Registration Number First Name (Given Name) Middle Name Gender Birth Date (see Guidance Note 3.2-i)	✓	Department Last Name (Surname) Nick Name Marital Status	
3.2 ✓ ✓	Student Registration Number First Name (Given Name) Middle Name Gender Birth Date (see Guidance Note 3.2-i) Tribe	✓	Department Last Name (Surname) Nick Name Marital Status Birth Place	
3.2 ✓ ✓	Student Registration Number First Name (Given Name) Middle Name Gender Birth Date (see Guidance Note 3,2-i) Tribe Languages Spoken Contact Address Emails (Max. 1)	✓	Department Last Name (Surname) Nick Name Marital Status Birth Place State of Origin Mobile #s (Max. 2) Facebook ID/Name	
3.2 ✓ ✓	Student Registration Number First Name (Given Name) Middle Name Gender Birth Date (see Guidance Note 3.2-i) Tribe Languages Spoken Contact Address Emails (Max. 1) Twitter ID/Name	✓	Department Last Name (Surname) Nick Name Marital Status Birth Place State of Origin Mobile #s (Max. 2) Facebook ID/Name Flickr ID/Name	
3.2 ✓ ✓	Student Registration Number First Name (Given Name) Middle Name Gender Birth Date (see Guidance Note 3.2-i) Tribe Languages Spoken Contact Address Emails (Max. 1) Twitter ID/Name Skype ID/Name	✓	Department Last Name (Surname) Nick Name Marital Status Birth Place State of Origin Mobile #s (Max. 2) Facebook ID/Name Flickr ID/Name Google+ ID/Name	
3.2 ✓ ✓	Student Registration Number First Name (Given Name) Middle Name Gender Birth Date (see Guidance Note 3.2-i) Tribe Languages Spoken Contact Address Emails (Max. 1) Twitter ID/Name Skype ID/Name Best Friend	✓	Department Last Name (Surname) Nick Name Marital Status Birth Place State of Origin Mobile #s (Max. 2) Facebook ID/Name Flickr ID/Name Google+ ID/Name Instagram ID/Name	
3.2 ✓ ✓	Student Registration Number First Name (Given Name) Middle Name Gender Birth Date (see Guidance Note 3.2-i) Tribe Languages Spoken Contact Address Emails (Max. 1) Twitter ID/Name Skype ID/Name Best Friend Most Admired Colleague	✓	Department Last Name (Surname) Nick Name Marital Status Birth Place State of Origin Mobile #s (Max. 2) Facebook ID/Name Flickr ID/Name Google+ ID/Name Instagram ID/Name Mentor / Role Model	
3.2 ✓ ✓	Student Registration Number First Name (Given Name) Middle Name Gender Birth Date (see Guidance Note 3.2-i) Tribe Languages Spoken Contact Address Emails (Max. 1) Twitter ID/Name Skype ID/Name Best Friend	✓	Department Last Name (Surname) Nick Name Marital Status Birth Place State of Origin Mobile #s (Max. 2) Facebook ID/Name Flickr ID/Name Google+ ID/Name Instagram ID/Name	

	Favourite Novel		Favourite Actor/Actress	
	Favourite Lecturer		Favourite Artist	
	Favourite Course		Favourite Author	
3.3	Extra Content (optional)			
	3.3.1 Institution			
	☐ Brief History (background details)			
			(5)	
	☐ Principal Administrators (VC, Registrar etc)		:: (Photo, Name)	
	Landmarks & Infrastructures (Library, Convocation So	qua	are etc) :: (Photo, Name)	
	☐ Geographical (Landscape) Map			
	3.3.2 Faculty/School			
	☐ Brief History (background details)			
	☐ Principal Administrators (Dean, Sub-Dean etc)		:: (Photo, Name)	
	☐ Infrastructures (Laboratory, Lecture Theatre etc)		:: (Photo, Name)	
	☐ Entire Academic Staff (for Faculty/School Coverage only)		:: (Photo, Name, Dept, Email, Mobile)	
	2.2.2 Demontment			
	3.3.3 Department			
	☐ Brief History (background details)			
	☐ Principal Administrators (HOD, etc)		:: (Photo, Name)	
	☐ Infrastructure (Laboratory, Class Room etc)		:: (Photo, Name)	
	☐ Entire Academic Staff		:: (Photo, Name, Dept, Email, Mobile)	
	3.3.4 Miscellaneous			
	Students Listing Index			

4. EXTRA/MISCELLANEOUS INFORMATION	
	

DEPARTMENTS FORM

>	Full Name:	
	# Students:	
>	Full Name:	
	# Students:	
>	Full Name:	
	# Students:	
>	Full Name:	
	# Students:	
>	Full Name:	
	# Students:	
>	Full Name:	
	# Students:	
>	Full Name:	
	# Students:	
>	Full Name:	
	# Students:	



1. Contact Information

As the title implies, this shall be the information of the contact person Hazeltek shall liaise with concerning all matters while the production project lasts. All parties involved with the project shall correspond with Hazeltek via this person as it shall be impractical for Hazeltek to reach out to everyone.

2. Institution Details

The name and address (and website url if available) of the Institution the graduating student belong. Hazeltek shall peruse the website (if any) for its data gathering activity.

2.1 Coverage

Is the production for the students of an entire Faculty/School or a single department? Tick only one (1) box!

<u>Class Of:</u> this is the graduating year as per the institution's calendar.

2.2 Faculty/School Details

Regardless of the coverage (2.1), the details herein are to be provided.

Departments: this is the number of departments in the Faculty/School.

<u>Total # Students:</u> this is the total number of students in the Faculty/School. Naturally this should be the sum of all students in each department under the Faculty/School.

2.3 Department Details

Skip this if coverage (2.1) is Faculty/ School; you shall fill the departments form instead. On the other hand for department coverage, provide the outlined details.

B. Photo Album Details

Herein you make selections to indicate the album general features and composition - what data are to be available.

<u>Booklet Size:</u> of the provided two (2) options choose one (1) only.

<u>Photo Size:</u> of the remaining two (2) unticked sizes choose one (1) or none. Each student shall provide photographs of the indicated sizes or just a passport if none is ticked alongside his/her details. **Note that the sizes specified herein are only approximates!**

<u>Print Quality:</u> this is a cost option. The **Normal** quality is adequate (and recommended) for such productions. For topnotch quality you can opt for **High** (digital separation) quality; this costs more however.

<u>Print Colour:</u> yet another cost option 4-Colour replicates graphics/pictures in their natural colours while with others the natural colours are either degraded or totally replaced.

3.1 Student/Staff Listing Data Presentation

Options herein determine how data listing characteristics for students and staff (if to be listed).

<u>Name Display:</u> indicate what name is to come first for listed persons; the surname or first name. Furthermore the listing

shall be sorted by the indicated field in ascending order.

Group By: of the provided three (3) options choose one (1) only. Listings can be grouped either by gender (all males are listed first then females), by department (all students sorted by the Name Display option - male and female mixed together - are listed per department also sorted in ascending order) or by the combinative option "Department, Gender" - students are listed by department and for each department they are further grouped by gender with the male students listed first, ordered in ascending order of the Name Display choice.

3.2 Student Content

Tick the fields which together shall make up each student's detail. Five (5) items have already been ticked.

Should it happen there are details which you would like to include that we have not listed, feel free to add to this list. At most a dozen more can be added.

Assume all fields occupy a single line on a page except the 'Parting Words' and 'Favourite Quote' fields which occupies 3-5 (lines). Furthermore assume a Jotter Size booklet has a Maximum of 35 lines; Magazine Size booklet has a Maximum of 50 lines. These line limits should be able to guide quite enough to select the number of fields that would comfortably fit into a booklet size of your choice!

Do take into consideration your chosen booklet size for it ultimately determines the number of fields that can be accomodated. IF THE FIELDS CHOSEN ARE BEYOND WHAT CAN BE ACCOMODATED WE SHALL REDUCE IT TO AN APPROPRIATE SIZE AND COMMUNICATE THIS TO YOU.

3.4:

This section is optional and can be skipped. The options herein only server the purpose of enriching the album with several more details and pages (which translate to more cost) nothing more.

<u>:: 3.3.4</u>

<u>Student Listing Index:</u> this is an index of some sort which lists the names of all persons and objects that matter and the page on which they can be found.

4. Extra/Miscellaneous Information

Use this page to provide us with any information and/or suggestions whatsoever on things you feel we omitted, errors needing correction and ways by which we could improve the form and our services in general