

# THE LONDON EVENT PHOTOGRAPHY COMPANY

## THE EVENT PHOTOGRAPHER BOOKING FORM

Please can you fill out a booking form so we have as many details about your event and photographic needs as possible. The details will be passed on to your assigned event photographer.

Name

Telephone Number

E-mail

Date of Event

Type of Event

In house PR

Press

Private Party

Corporate

Children's Party

Wedding

Other

Location

Start Time

HH

MM

Finish Time

HH

MM

Brief (Description of Event)

Number of people attending

Specific shots required

Entry shots of guests

Branding

Headshots

Dancing

Products in situ

Food

Drink

Delegates

Table layout

Table places

Place names

Reportage coverage

Formal portraits

Exterior of Venue

Interior of Venue

Group shots

Branding boards

Sponsors

Speakers

Decorations

Any other key shots?

How will you be using your photos?

Private

Online

Press

Advertising

In House

Key People

Number of photos required

Delivery deadline

Anything else we should know?