

EVENT REQUEST FORM

REQUEST DATE:

REQUESTOR NAME:

COMPANY NAME:

COMPANY ADDRESS:

PHONE:

EMAIL:

DATE PHOTOS NEEDED TO BE DELIVERED:

EVENT DATE:

START TIME:

END TIME:

EXPECTED # OF ATTENDEES:

CONTACT NAME AT EVENT:

PHONE:

EMAIL:

EVENT LOCATION NAME:

EVENT ADDRESS:

TYPE OF EVENT:

- PARTY
 BANQUET/CONVENTION
 PUBLIC SHOW
 STAGE PRODUCTION/CONCERT
 OTHER

DESCRIPTION OF PHOTOS TO BE TAKEN;/ADDITIONAL INFO:

TERMS & CONDITIONS

EVENT RETAINER: A retainer fee of **20% OF TOTAL** is required. The retainer is applied to the balance. **PAYMENT IN FULL:** is required before images will be released. **ADVANCE NOTICE:** requests for photos to be taken should be made 3 days in advance. **DIGITAL FILES:** All Commercial Photography is provided as high-resolution digital files. These files are the maximum quality jpeg camera files, unless a requirement for RAW files is specified prior to the shoot. **RETOUCHING AND ADDITIONAL SERVICES:** Additional services such as retouching and printing are not included in a standard agreement and will incur additional charges. **OTHER RESONABLE CHARGES:** The Client will be responsible for expenses incurred while carrying out the process of generating images. These expenses include but are not limited to: an assistant's fees, hotel fees, rental car expenses, rental equipment fees, photographer's and assistant's meals.

Prices quoted are valid for 30 days from date of estimate. If there is a change in date, time, or services requested, a revised estimate will be reissued.