

Client details

Name	
Address	
Contact mobile telephone number	
Email	

Pre shoot - Locations, family groups or gender sets. Does the client request a photo booth with pop up bespoke designed banners

Shoot locations:	
Photo sets:	
Photo booth style:	

Shoot - All aspects and encapsulating features of a live shoot.

Address of event location	
Time start and finish (for photographer)	Plus total duration
Type of event	
Dress of photographer	
Limitations	
Focus on	Tables, presents, fancy dress, cake etc
Arrival shoot	

Post production - all aspects of editing photography

Finished for	Online or physical print
Requested editing style	
Tints	High contrast B&W, soft focus etc
Full creative license	

Watermarking - Vector graphic or logo creation? Date and title of event? Borders? Or just simple text

Bespoke designed	
Simple text	
Comments	



Print production

Format	USB Online delivery DVD Prints Book
Print sizes	
Quantity	
Paper	

