

Mills Media Group

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PHOTOGRAPHIC BRIEF	
Company Name:	Main Contact:
Tel No:	Fax No:
Mobile No:	Date:
Address:	
Email address:	
Company website: www.	
1. What is to be photographed?	
2. How will the photographs be used?	Press Release <input type="checkbox"/> Exhibition <input type="checkbox"/> Brochure <input type="checkbox"/> Advert <input type="checkbox"/> Displays <input type="checkbox"/> Reference <input type="checkbox"/> Packaging <input type="checkbox"/> Montages <input type="checkbox"/> Cut-outs <input type="checkbox"/> Other <input type="checkbox"/> Please specify
3. What are your preferred dates and what is your deadline?	/ / to / / Time ___:___ Deadline <input type="text"/>
4. What type of work?	Studio <input type="checkbox"/> Interior Location <input type="checkbox"/> Portraits <input type="checkbox"/> Aerial <input type="checkbox"/> Exterior Location <input type="checkbox"/>

<p>5. Location details, names, telephone numbers, email etc</p>	<p>Name: _____ Phone no: _____</p> <p>Email address: _____ Mobile: _____</p> <p>Location address: _____</p>
<p>6. What is the composition of the photographs?</p>	<p>Singles <input type="checkbox"/> Groups <input type="checkbox"/> Other <input type="checkbox"/></p>
<p>7. How many photographs are to be taken?</p>	
<p>8. Do you have a rough layout or visual we can work to?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>9. Will the photography be overseen by anyone (eg, Art Director, Designer)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>10. Are any of the following required and is there any further information to help us with this photography?</p>	<p>Props <input type="checkbox"/> Models <input type="checkbox"/> Home Econ <input type="checkbox"/></p> <p>Backgrounds <input type="checkbox"/> Sets <input type="checkbox"/> Other <input type="checkbox"/></p>
<p>11. What are your delivery instructions?</p>	<p>Hand <input type="checkbox"/> Post Sp Delv <input type="checkbox"/></p> <p>Overnight <input type="checkbox"/> Email <input type="checkbox"/></p>