

Mills Media Group

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EVENT PHOTOGRAPHIC BRIEF													
Company Name:	Main Contact:												
Tel No:	Mobile No:												
Email address:													
1. What is the event?													
2. What is the date of the event?	/ / Time ____: ____												
3. How long do you need the photographer on-site?													
4. Location details, names, telephone numbers, email etc	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Name:</td> <td style="width: 50%;">Phone no:</td> </tr> <tr> <td>Email address:</td> <td>Mobile:</td> </tr> <tr> <td colspan="2">Location address:</td> </tr> </table>	Name:	Phone no:	Email address:	Mobile:	Location address:							
Name:	Phone no:												
Email address:	Mobile:												
Location address:													
5. What type of shots do you require?	<table style="width: 100%; border: none;"> <tr> <td>Formal groups <input type="checkbox"/></td> <td>Informal groups <input type="checkbox"/></td> <td>Welcome <input type="checkbox"/></td> </tr> <tr> <td>General shots <input type="checkbox"/></td> <td>Speakers <input type="checkbox"/></td> <td>Stage <input type="checkbox"/></td> </tr> <tr> <td>Presenters <input type="checkbox"/></td> <td>Award winners <input type="checkbox"/></td> <td>Tables <input type="checkbox"/></td> </tr> <tr> <td>Audience <input type="checkbox"/></td> <td colspan="2">Please specify</td> </tr> </table>	Formal groups <input type="checkbox"/>	Informal groups <input type="checkbox"/>	Welcome <input type="checkbox"/>	General shots <input type="checkbox"/>	Speakers <input type="checkbox"/>	Stage <input type="checkbox"/>	Presenters <input type="checkbox"/>	Award winners <input type="checkbox"/>	Tables <input type="checkbox"/>	Audience <input type="checkbox"/>	Please specify	
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<p>6. Do you have a specific list of shots you require including names of key guests and people?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>7. Is there a specific timetable to work to for these shots?</p> <p><i>Please supply a copy of the running order.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>8. Will the photography be overseen by any member of staff</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>9. When do you require the photographs by?</p> <p><i>All images will be supplied on disc as lo-res and hi-res images.</i></p>	
<p>10. Do you require urgent delivery of a selection of images by email for press purposes?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name: Phone no:</p> <p>Email address: Mobile:</p>