

Event Photography Request Form

Event Details

Event Name: _____

Date(s) of event: _____

Location(s) and address: _____

Dress code: _____

Photograph Details

Types of photographs desired:

- Candid
- Focus on specific guests/speakers _____
- Other _____

Photographs to be used for Print Web Both

Contact Person Details

It would be helpful for the photographer to have a point of contact to point out specific people, locales and scenarios you would like emphasized.

Contact person: _____

Way to contact (cell phone/email etc.): _____

Final proofs to be: put on CD saved on L&C network drive (path): _____

Other notes: _____

