

**EVENT PHOTOGRAPHY CONTRACT AND INFORMATION SHEET**

<b>Event Name or Description:</b>			
<b>Company or Organization Name:</b>		<b>Primary Contact Person:</b>	
<b>Company or Organization Address:</b>		<b>Contact Person's Address, if other and if applicable:</b>	
<b>Company/Org Phone:</b>		<b>Contact Person's Phone:</b>	
<b>Other Phone (Mobile, etc.):</b>			
<b>FAX:</b>			
<b>E-mail:</b>			
<b>Other Point of Contact (Name, Relationship, Phone, E-mail, as applicable):</b>			
<b>Event Date:</b>	<b>Event Start Time:</b>	<b>Photographer Start Time:</b>	<b>Photographer End Time:</b>
<b>Event Location (complete address, please):</b>			<b>Approximate Number of Persons Attending:</b>
<b>Event Details, Photographer's Specific Duties (use attachment, if necessary):</b>			
<b>Referral Source – How did you hear about us? Check one or fill in name here: _____</b>			
<input type="checkbox"/> Internet Search <input type="checkbox"/> Yellow Pages Ad <input type="checkbox"/> Other Event Service Provider <input type="checkbox"/> Previous Customer <input type="checkbox"/> Other			

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Studio Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**STUDIO USE ONLY**

**Deposit Amount Received/Date:** \_\_\_\_\_ **Balance Received/Date:** \_\_\_\_\_

**Additional Notes:**