Event PHOTOGRAPHY QUESTIONNAIRE

*No two events are the same. Please take time to answer the following questions to make sure your photography needs are served flawlessly. Thank you!*

*Event Name:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Host(s)/Point of contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
What is the style of this event? (Formal, Casual, Cocktail, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Event coverage begin time: \_\_\_:\_\_\_ AM/PM*

*Event coverage end time: \_\_\_:\_\_\_ AM/PM  
  
Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Contact cell phone number on the day of the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Text message? Yes/no   
  
Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Additional Location(s) (For formal photos, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

What is the approximate schedule of events?   
*Please describe your event as well as a timeline of events for the day.*  
*Event description:   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Arrival Time for Photographer(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Time(s) for Formal Group Photos: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Travel Time to and from Any Additional Locations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*How many guests are you expecting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*What are your expectations? (Ceremony/Event Coverage, Candid’s, Formal Portraits, Traditionally Posed Style, Photojournalistic Approach, etc.):  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
What setting will the event be in: chapel, cathedral, temple, reception hall, outdoors, tent, home, etc.?   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Are there any photography restrictions at the event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Do you require the group shots of all the guests?*

* No*

* Yes, the best place for it is at \_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Of the following, which do you prefer?*

* Lifestyle (Candid, real moments)*

* Portrait (posed)*

* Good mix of both*

* Styled (Theme, fashion)*

*When would you prefer group family photos taken?*

* Before the event*

* After the event*

*Where would be a good place to for this to happen? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please feel free to add any picture ideas you might like:   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
What is important to you when organizing your event photography?*Check all that apply:

* The photographer is unobtrusive on the day.*

* The photographer organizes the day.*

* Family group shots*

* Natural images (candid, decorations, etc.)*

* Fun Images*

* Creative images*

* Prices and Packages*

* On-line ordering and viewing*

* Time it takes to see images after the event.*

* Time it takes to receive album.*

*We want your event photos to be flawless. As the photographer, I will be unobtrusive and ready to capture your special moments. Here are some suggestions for you:*

* *Avoid glossy lipstick and consider foundation or powder that will reduce the chance of having a shiny face.*
* *Please note mineral makeup causes unflattering effects with flash due to elements that reflect light in them, as well as glittery and shimmering power.*
* *In order to allow for a private photo session of the hosts/family/friends, we will need at least 30-45 minutes of your time alone with the photographer.*
* *Be kind to ensure the presence of all the family members required at your event. Plan for about 5 minutes per photo for shots with fewer than 14 people, about 10 minutes per photo for shots with more than 14 people.*
* *It always takes some time to gather people together and pose them so that everyone can be seen, etc.*
* *Before the event day, inform the people you want in posed photos where and when they will be needed for pictures.*
* *Pre-assign a family member or friend who knows the people to be in the pictures to round them up for the photos. Getting people where they need to be for the photos is by far the most time consuming part of group shots.*

*Once I have received this information I will respond with any comments, questions, and suggestions.  
  
Thank you!  
Mariah LaVache Photography*