

Please review the information below, make any necessary corrections or additions, and return the completed form.
Pricing, deposit, balance, and payment terms are handled separately through your Square invoice and agreement.

1. EVENT INFORMATION

Event Name

Event Date

Venue / Shooting Club

Venue Address

Event Start Time

Approx. Number of Participants

Group Size

Number of Stations

Shoot Format / Rotation Details

2. PHOTOGRAPHY SCHEDULE

Coverage	Start Time	End Time	Location / Notes
Team / Group Photos			
Roaming Course Coverage			
Awards / Reception			
Other			

3. BOOKING CONTACT

Contact

Company / Organization

Title

Cell Phone

Email

4. ON-SITE CONTACT

On-Site Contact

Role / Title

Cell Phone

Same as Booking Contact? (Yes / No)

5. PHOTOGRAPHY / DELIVERY DETAILS

Team Photo / Photographer Station Location

Photo / Print / Delivery Details

Sponsor / Branding / Layout Details

6. SPECIAL INSTRUCTIONS

Special Instructions

7. ADDITIONAL NOTES

Additional Notes