

**The Event Connection**

500 North Main Street, Suite C, Randolph MA 02368 781.963.8300/fax: 781.963.8308

***EVENT VIDEO & PHOTO CONFIRMATION SHEETS***

\*Please print or type legibly

Event Date: \_\_\_\_\_ Client Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Guest of Honor (if applicable): \_\_\_\_\_

Start Time for Photography: \_\_\_\_\_ Start Time for Videography: \_\_\_\_\_

Start Time for Second Camera: \_\_\_\_\_

Type of Photography Package: \_\_\_\_\_ Type of Videography Package: \_\_\_\_\_

Total Number of Hours: \_\_\_\_\_ Total Number of Hours: \_\_\_\_\_

***Event Information***

Name & Address of Reception Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Start Time: \_\_\_\_\_

Are there any formal introductions: YES NO

If so, what time? \_\_\_\_\_

Is there a formal dance? YES NO

When? \_\_\_\_\_

Will there be cake cutting? YES NO

Any dedications, presentations or awards? YES NO

Please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When? \_\_\_\_\_

Did you purchase a signature board? YES NO

Size \_\_\_\_\_ Pick up date? \_\_\_\_\_

Please list any special requests/situations you would like for us to pay attention to:

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*Important Notes:*

1.) **PLEASE ATTACH DIRECTIONS FROM THE EVENT CONNECTION TO THE EVENT LOCATION.**

2.) **Please read and initial:**

**We agree that The Event Connection has been contracted to be the exclusive photographer and/or videographer at our function. No outside photography or videography is permitted during the formal photography session, so that we may maintain a professional flow in the amount of time allotted for pictures.**

\_\_\_\_\_  
(please initial)

Please list any specialty or large group photographs:

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**Time Event Adjourns** \_\_\_\_\_

**Photographer finishes at** \_\_\_\_\_

**Overtime? YES NO # of Hours** \_\_\_\_\_

**Videographer finishes at** \_\_\_\_\_

**Overtime? YES NO # of Hours** \_\_\_\_\_

- **Overtime is available at an additional charge. Please inquire for cost.**
- **Please note that total balance is due 3 weeks before event date.**

**SIGNATURES:**

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*Gratuities are not mandatory. If earned, they are appreciated.*