

Note: this template is set to view-only. You can download it or make a copy in order to edit it to make it your own

Photography Brief

Event Details	
Event Title	
Event Type	
Event Date(s)	
Start and End Times	
Venue Location	
Function Room(s) Details	

Contact Information

Brief Summary

Detailed Description

Event Background

Information About the Hiring Company or Industry

VIP Guest List	
1.	
2.	
3.	
4.	
5.	
6.	

PS: You can add more rows if have more VIP guests to include in your brief

Sponsors Information	
1.	
2.	
3.	
4.	
5.	
6.	

PS: You can add more rows if have more sponsors to include in your brief

Permit Requirements (if applicable, especially for public locations)

Waiver Forms (if minors will be in the photos)

Reference Photos or Mood Board

[Insert here]

Photos or Things to Exclude

[Insert here]

Safety Requirements	

Safety Requirements	

Event logistics	

Shot List (Order of photography)

PS: You can add more rows

Shoot Times

PS: You can add more rows

Photo Delivery and Usage	
Image Usage and Licensing	
Turnaround Time for Photos	
Technical Delivery Specifications	