




Photography Booking Form

For each booking, ensure that all fields are filled in as accurately as possible and give at least one month's notice prior to the event. We aim to book a photographer(s) within a week of all bookings being received. Once completed, please email to: southwestleicestermedia@gmail.com

Group:	
Name of event organiser:	
Role in Scouting:	
Contact number:	Second contact number:
Contact email address:	
Form completed by:	Date completed:
<h2>Event Details</h2>	
Event Date:	Event venue and full postal address
Start time:	
End time:	
Estimated number of participants:	
Will there be power sockets available for the photographer(s)?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Extra notes about the venue
	<i>For example: Venue not signposted from main road. Entrance is at the back of the venue. Car parking information ect.</i>



Brief description of the event:

Any specific images / details that are required at the event?
Group photographs, portraits, awards ect.

<p>How would you like to receive the images?</p> <p>Download link <i>Via wetransfer</i></p> <p>On a CD <i>£1.00 each</i></p> <p>Quantity: _____</p>	<p>Photography turnaround times</p> <p>We aim for all photographs to be delivered to the event organiser listed above by the requested method within 14 working days.</p>
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Media Consent

At the start of all events, all young people without parental / guardian consent for the photography are required to be highlighted to the photographer(s).

Please make sure you have these details available at the start of the event.

For office use only

Date of booking form received:	Received by: Email Printed
Booking ref:	
Assigned photographer(s)	
Photography completed?	
Date of photographs sent to organiser:	