

KYLE WARREN ART STUDIO, LLC

EVENT QUESTIONNAIRE

[This information is confidential & only for me to contact you (and so know a little about you).] (* Required)

Please print this form- fill out as much of the information as you are willing, and then either scan/email me the scans/jpegs, meet me in person with the form, or talk with me by phone or in person regarding these questions, or print & fill out the form and mail to:

Kyle Warren (kylewarrenfineart@yahoo.com)
 348 Forest Oaks Drive
 Clayton, NC 27527
 919-235-7695

***YOUR CONTACT INFO:**

*Your Name: First + Last	
*Your Address: Street, City, State, Zip	
*Your Phone Number:	* [Can You Receive Texts at this Number? (Yes/No)]
Your Email:	
How did you hear about me & my work?	
Did anyone refer you to me/my work(?), please let me know who:	
Are there any other services or products are you interested in? ___ Portraits ___ Weddings ___ Restorations ___ Nature ___ Various	

***ABOUT YOUR EVENT:**

What kind of event are you planning

- | | |
|---|--|
| <input type="checkbox"/> Family Reunion | <input type="checkbox"/> Holiday Office Party |
| <input type="checkbox"/> Quinceañera | <input type="checkbox"/> Prom or Dance |
| <input type="checkbox"/> Birthday Party | <input type="checkbox"/> Dance Recital |
| <input type="checkbox"/> Bar/Bah Mitzvah | <input type="checkbox"/> Athletic Event |
| <input type="checkbox"/> Theatrical Performance | <input type="checkbox"/> Historical Reenactment |
| <input type="checkbox"/> Church Event | <input type="checkbox"/> Retirement Party |
| <input type="checkbox"/> School Event | <input type="checkbox"/> Other (please describe) |

When is your event? [Month, Day, Year... & time of day (if you know)]
Where will your event be held?
Will your event be indoors or outdoors?
How many people are invited/expected for your event?
What is the age range of those in attendance of your event?
Does your event have a theme?

Does your event have a dress code? ____ Casual ____ Semi-Casual ____ Formal ____ Costume ____ Other
Are there any colors you want to heavily emphasize at your event?
Would you be interested in announcement/greeting/thankyou cards, a custom guest book, banners, or any other photographic services or products for your event or before? (and is there a deadline?)
Are there any additional services that you need (such as portraits prior to the event)?
Do you have any specific photographs that you hope will be captured?
Are there going to be VIP or Special guests attending? ____ Yes ____ No [If you answered yes, please provide us with a guest list or schedule of events.]
Is a security clearance or special pass required for admission to the event site? ____ Yes ____ No [If yes, please provide us with the necessary documents.]
Please list any other details that I or my assistants/team might need to know about prior to this event:
Do you have any other questions I can answer?

SERVICES YOU ARE INTERESTED IN?

What are you most looking for in your event coverage ____ Documentation (or) ____ Photos of those in attendance

What is your final goal with the images- ____ digital files ____ individual prints ____ making a book ____ other?

Do you need ON-SITE printing of portraits during the event? ____ Yes ____ No

If yes, are you paying for the on-site prints? ____ Yes ____ No

If yes, how many prints will you be purchasing? ____)

If yes, what size prints did you choose? ____ 4x6 ____ 5x7 ____ 6x8

If yes, do you want us to provide folders? (There may be additional fees if we provide them.)

A FEW NOTES:

Please inform your event coordinator or hotel/venue that your photographer will be arriving two hours early and needs adequate space, tables and chairs, and adequate electrical needs to be ready at least two hours before your event. This is very important to avoid delays and logistics problems.

Please Note- I do not build or supply special props or sets. If you want to use them, please have sets assembled prior to the event. Bring any props along to the event yourself and we will gladly incorporate them into the portraits for you.

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EVENT QUESTIONNAIRE

EVENT DATE: _____

*(ENTIRE PAGE) **EVENT CLIENT INFORMATION** (PLEASE FILL OUT AND TURN IN WITH EVENT CONTRACT)

CEREMONY DETAILS:

Name of Ceremony Location: _____ Contact Person @ Location: _____
Ceremony Address: _____
Ceremony Location's Website: _____
Ceremony Location's Phone Number: _____

RECEPTION DETAILS:

Name of Reception Location: _____ Contact Person @ Location: _____
Reception Address: _____
Reception Location's Website: _____
Reception Location's Phone Number: _____

IMPORTANT CONTACTS:

Coordinator's Name: _____ Coordinator's Phone: _____
Coordinator's Email: _____

SCHEDULING/EVENT DAY DETAILS:

Ceremony Start Time: _____ Photo Start Time: _____
Emergency Contact: _____ Emergency Contact's Phone: _____

Number You Can Be Reached At On the Event Day: _____

CONTACT NAMES AND NUMBERS THAT WILL BE USED THE DAY OF THE WEDDING:

Contact 1: _____ Phone: _____
Contact 2: _____ Phone: _____
Contact 3: _____ Phone: _____
Contact 4: _____ Phone: _____

Signatures:

PHOTOGRAPHER: _____ Date: _____
CLIENT: _____ Date: _____