

## Assignment Planning Survey

Event Date and Duration	When does it start and end? When expected onsite?
Event Type	Major Ceremony, Reunion, Awards/Recognition, Lectures, Conferences/Symposiums, Reception/Dinner, Performance, Sporting, Campus Activity, Networking, Cultural Other:
# of Participants / # of Attendees	
Quantity of Images	How many are expected?
Shot List	Is there one? Do we need to assist and/or create one?
Creative Services/Art Direction	Will someone be guiding the shoot, or will we be responsible for finding/developing/composing images?
Pre-event Planning	What is required ahead of the event planning-wise?
Pre-event Scouting	Is a site-visit required before the event?
Number of Photographers Required?	
Special Equipment Required	Will any additional gear to meet the delivery? (use back or separate sheet)
Lighting Setup Required	Does the job require more than an on-board strobe? (use back or separate sheet)
Any Props, Backdrops, Staging Required?	Do we need to bring/arrange for anything extra? (use back or separate sheet)
Travel Requirements	(use back or separate sheet) Mileage:                      Travel Time:                      Per Diem:
Expedited Turnaround?	What if anything is needed sooner than the standard 5-day delivery?
Post-processing Required	None / Basic / Enhanced
Deliverable File Specs	File format:                      Size: web / 2MB / 10MB
Deliverable Method	Email / FTP / Filesharing (Google/Dropbox/AWS) Flash drive / CD or DVD
Online Gallery?	
Prints	Onsite / From Gallery
Planned Image Usages	(use back or separate sheet)
Licensing Requirements	(use back or separate sheet)
Is this a repeat event?	If it's been done before, get the details, get samples. Will it repeat?
Planned Budget	If it's been done before, what was the previous budget?