

# Photography Briefing Form



A copy of this form should be retained by the photographer and the commissioning department/college.

Photo shoot title	<input type="text"/>
Location	<input type="text"/>
Date	<input type="text"/>
Time	<input type="text"/>
Outline cost	<input type="text"/>
Model release form	<input type="checkbox"/> Yes <input type="checkbox"/> Not needed (If unsure, please refer to University Photography Guidelines)
Outline brief	<input type="text"/>
Brief in detail	<input type="text"/>

### Photographer's details

Name	<input type="text"/>
Company	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
Address	<input type="text"/>

### Department/college's details

Name	<input type="text"/>
Dept/Coll	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
Address	<input type="text"/>