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| elegant, functional  media design and development | Rouviere Media  401 Village Loop Drive Apex, NC 27502 Phone: 919-303-9586 Web: [www.rouviere.com](http://www.rouviere.com)  E-Mail: forrest@rouviere.com |

PHOTO ASSIGNMENT QUESTIONNAIRE

Please fill out as much of this form as you need to help us understand your photo needs. The form is intended to gather information about your photo shoot efficiently so we can plan it in a minimum of time and save you money. However, if it is easier for you to call us, please do so at 919-303-9586.

1. Name:

2. Organization:

3. Email:

4. Phone:

5. What do you need photographed?

6. Where?

7. When?

8. What is the purpose of the photos? How will they be used and what message are they intended to communicate?

9. Do you want a collection of photos with a theme or individual shots? Please describe.

10. Please list everything you need photographed.

11. Is this part of a broader package - website, brochure, ad, book or other end product? Will the photos be used in multiple formats? Reused over time? How?

12. Who will approve the photos and/or any unanticipated changes in the shoot? Please provide their contact information.

13. How are the photos to be delivered and when?

14. What specific usage rights do you want to purchase?

15. Is the pay basis a guarantee of a certain number of days or a flat rate? Do you have a set rate or do we need to negotiate the fee?

16. Is travel time included?

17. Will a contact at the site work with the photographer? If so, who? Please provide name, e-mail, and phone number.

18. Are models required? If so, do you have them arranged or do we need to do so?

19. Are model releases and location permits required?

20. Is retouching required?

21. Will you provide liability insurance for the shoot?

Thank you for filling out our form. We will contact you within 24 hours to confirm our availability for the shoot and proceed.