



SPECIAL EVENT QUESTIONNAIRE

CLIENT INFORMATION (PROMOTER)

Name:

Cell Phone Number:

Email:

Name:

Cell Phone Number:

Email:

ABOUT YOUR SPECIAL EVENT

What is the date of your event?

What is your theme and/or what colors are you choosing for your event?

How many people are you expecting to come?

How many people are in your party?

Members:

Special Guests:

Others:

Personal Attendants:

Awards:

Can you briefly describe your event?

How long is the event?

What kinds of restrictions does your venue have for event photography/film (i.e. no flash photography during the event)?

Are you doing a call out/line/special request? If so, when are you planning on holding it?

Are you doing any special entrances/exits with props (bubbles, sparklers, smoke, etc.)?

Is the entire event at the same location? If not, what are your transportation plans to and from each location/time? Do I need to be at each location? Will I have parking near the entrance?

Is there anything you are doing that is special or unique about your event?

Are there any surprises planned on your event day?

What do you hope to get from your event pictures/film?

ABOUT YOUR VENDORS

Boutique Sponsors:

Hair/Make-Up:

Decorator:

DJ(s) or (2nd Line) Band Name:

Host(s):

Caterer:

Other Vendors/Sponsors:

ABOUT YOUR FORMAL PHOTOS

Here is a suggested list of formals for your information:

Individual photos and group photos before and after if changing.

Photographs with your guests

What formal photos do you want taken BEFORE the call out or special calling/exit?

What formal photos do you want taken AFTER the call out or special calling/exit?

ABOUT YOUR EVENT TIMELINE

Photographer start time: : am/pm

Photographer end time: : am/pm

EVENT

Location Name:

Address:

Start Time:

End Time:

Special Photo Requests:

OTHER LOCATIONS

Location Name:

Address:

Start Time:

End Time:

Special Photo Requests:

Anything else we should know before photographing/filming your event?

Thank you for choosing VFM STUDIO to participate in your special day. Any questions or concerns please contact me via email vfmstudios@gmail.com

Visit www.vfmstudios.com and sign our guestbook!

