



Photography by Lenny  
Division of Enhanced Images, Inc  
1210 Arthur Court  
Lawrenceville, Georgia, 30043  
<http://www.PhotographyByLenny.com>

Ph: 678-985-3016  
Cell: 678-591-4894  
Fax: 800-557-0964  
[Lenny@PhotographyByLenny.com](mailto:Lenny@PhotographyByLenny.com)

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## SPECIAL EVENT PHOTOGRAPHY INFORMATION SHEET

Special Event Date and Time: \_\_\_\_\_

First Photographs Location & Time: \_\_\_\_\_

Contact and Number \_\_\_\_\_

Second Photographs Location & Time: \_\_\_\_\_

Contact and Number \_\_\_\_\_

Third Photographs Location & Time: \_\_\_\_\_

Contact and Number \_\_\_\_\_

Other Photography Sessions Location & Time: \_\_\_\_\_

Description of Special Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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THE CLIENT

Names: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Person Responsible for payment: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Time Photography Session Starts: \_\_\_\_\_ Ends: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Please specify color scheme / traditional / formal / informal / casual etc. :

\_\_\_\_\_

Reception Attire – Describe:

\_\_\_\_\_

\_\_\_\_\_

Table Shots: Yes \_\_\_\_, No \_\_\_\_ How many tables: \_\_\_\_\_

Photos Limited to which tables: \_\_\_\_\_

Caterer’s Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Florist’s Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Musician’s Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Videographer’s Name: \_\_\_\_\_ Phone: \_\_\_\_\_



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Special Instructions:

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Important People Cell Phone Numbers:

Name:	Relationship:	Cell:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List of important shots (The photographer will intuitively know many of the shots to take at an event but it is helpful if you can list the "Must Have" shots. The photographer will diligently try to get these "Must Have" shots for you. Unfortunately, there is not guarantee that the photographer will be able to get them all.):

Must Have Shots:

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