

**Photography Service**

**Production Briefing Form**

It is pertinent to please fill out the following with as much detail as possible.

Note all \* fields are compulsory for booking.

Thank you in advance.

If you have any questions please contact [mediaproductions@auckland.ac.nz](mailto:mediaproductions@auckland.ac.nz)

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| --- | --- |
| **\*Name of Project/Event** |  |
| **\*Department** |  |
| **\*Faculty or**  **Service Division** |  |
| **\*Client Point of Contact:** | Contact Name: |
| E-mail Address: |
| Contact Phone Number: |
| **\*Financial Contact:** | Contact Name: |
| E-mail Address: |
| Contact Phone Number: |
| \***Cost Centre/Project Code**  *(must be provided for reporting purposes – even if no charge)* |  |
| **\*Date(s) of the event/booking** |  |
| **\*Kind of photography service required:**  *(if any queries contact Jacqueline 027 801 8472*  *j.dollard@auckland.ac.nz)* |  |
| **\*Time photographer is required** |  |
| **Time of the event** |  |
| **\*Client Brief**  **What is to be photographed** *(event/graduation/lecture etc)* |  |
| **\*Intended use of images** *(promotional, teaching material)* |  |
| **Location of shoot**  *(campus/office/studio)*  *Photographer may desire a preview of site to access lighting etc.*  *Permission from subjects if necessary.* |  |
| **\*What results do you require:**  **(a) Low resolution proofs of all good images which can be ordered from subsequently**  **(b) A high resolution selection by photographer**  **(c) A few of the best images produced quickly by arrangement.** |  |
| **\*DELIVERY DATE**  *\*\*Please be sure to reply and confirm via email you have received the photographs.* |  |