Important Information for Project

**Services:** photographing weddings, graduations, awards ceremonies, business conferences, receptions, and other events.

**For**: Individuals, Family, or Group Projects

**Location**: Studio or specific location from client.

**Events per Year**: 200

**Portraits per Year**: 100

**Proofs: Have own Identity Number**

**Package Options: Sizes, Album Types, or Digital.**

**Packages have own Identity Number.**

**Studio owns copyright to proofs for 6 months and then discarded.**

**Staff:**

|  |  |
| --- | --- |
| Liz Davis | Owner – Pro Photographer |
| Photographer 1 | Staff Photographer |
| Photographer 2 | Staff Photographer |
| Photographer 3 | Staff Photographer |
| Photographer 4 | Staff Photographer |
| Photographer 5 | Staff Photographer |
| Office Manager 1 | Office Manager |
| Free Lance Photographer 1 | Extra Photographer |
| Free Lance Photographer 2 | Extra Photographer |
| Free Lance Photographer 3 | Extra Photographer |
|  |  |

**Initial Meeting Needs:**

Client initial Fill out form including:

1. Services Desired – If it’s an event, 2 photographers are needed. Portraits require just one photographer
2. Location
3. Date
4. Time
5. Photographer Requested
6. Package requested.

List of Current Portraits Available

What photographers are available on current date and time requested.

Rep Provides a Tentative Contract Form – Each Contract has Unique Numbers

1. Photographer assigned
2. Information Pre Printed About the studio name and address.
3. Payment data
4. Signature Lines
5. Client Requests Lines

**Post Meeting**

Client returns signed contract with deposit and booking is finalized

Rep develops list of Proofs for client to choose form to be at event

Each proof has own identity number

Client selects which proofs form they want filling out proof form. Each Proof Form has Unique Number

**Reports Needed**

Photographer availability schedule for the next month

1. What events there already booked for
2. Contract Number
3. When he/she Free

Account Receivable – Summarizes payments for