

Photography Request Form

Today's Date: _____

Your Name: _____

1. What ministry is the request for? _____

2. Who is the contact for this request? _____

(Phone): _____ (E-mail): _____

3. Nature of Request:

- a. Need someone to photograph an event _____
- b. Need someone to take photos for a special project _____
- c. Other (please specify what you need a photographer for) _____

4. Date you need a photographer: _____ Times: from _____ to _____

5. Details:

- a. What do you want photos of? (i.e. pictures of people serving, pictures of people having fun at our event, pictures of flowers). Please be as specific as possible.

b. What kind of mood/tone should the photos convey? _____

c. Do you want to end up with black & white or color photos? _____

d. How do you plan to use these photos? _____

e. How many photos do you want? _____

f. Will you need these photos edited? _____

6. Date you need photos by: _____

7. Please include any additional information that may pertain to this project below.

PLEASE READ THESE IMPORTANT NOTES!

Photos will be given to you on a CD. If another method is needed, please specify above.

Please submit requests one month (or longer) before your event date. This should give us enough time to find someone for you. Note that we cannot guarantee a photographer for you even if you submit your request this far in advance. Feel free to submit requests at any point before your event, but know that the closer to your event, the less chance there is that we'll be able to find someone for you due to our photographers' schedules and commitments. We'll do our best to accommodate you, though!

By submitting this request form, you give Oak Pointe Church permission to keep and archive your photos for use in future projects.

Questions? Contact Bethany at bethany@oakpointe.org or 248.912.0043.