



**COMMERCIAL PHOTOGRAPHY REQUEST FORM**  
**Complete and return      Fax: (718) 622-7839**

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Company/Agency \_\_\_\_\_

Client (if applicable) \_\_\_\_\_

Purpose of photography \_\_\_\_\_

**DETAILS OF COMMERCIAL PHOTOGRAPHY SHOOT**

STILL or VIDEO/FILM ? (circle one)

TIME

Date of Shoot \_\_\_\_\_ Day of Week \_\_\_\_\_

Anticipated arrival time \_\_\_\_\_

Duration of Shoot: from \_\_\_\_\_ to \_\_\_\_\_

LOCATION

Specific locations you intend to shoot: \_\_\_\_\_

\_\_\_\_\_

VEHICLES

Vehicles on Garden grounds: Y / N Description \_\_\_\_\_

Vehicles in Parking Lot: Y / N Description \_\_\_\_\_

EQUIPMENT

Lights (Number): \_\_\_\_\_ Reflectors (Number): \_\_\_\_\_

Cameras (Number): \_\_\_\_\_ Props: \_\_\_\_\_

Other: \_\_\_\_\_

Is power self-contained, or will you require electricity? \_\_\_\_\_

STAFF

Models/Actors \_\_\_\_\_

Photographers \_\_\_\_\_

Technical Assistants \_\_\_\_\_

Stylists \_\_\_\_\_

Other \_\_\_\_\_

**Total:** \_\_\_\_\_