

Photo shoot overview

Project Title:	Shoot date:
Client:	Brand:
Product(s) or service(s):	
Client contact/mobile:	Agency contact/mobile:

Objectives, photo application, style direction, mandates

Crew

ROLE / NAME	OFFICE NUMBER	MOBILE
Photographer:		
Make-up artist:		
Hair stylist:		
Wardrobe stylist:		
Food stylist		

Talent

NAME	OFFICE/HOME NUMBER	MOBILE
Name		

Location(s)

#	Location	Address	Contact / phone
1			
2			
3			

Props

What props are required? Who will supply?

Food

What food is required? Who will supply? Food preparation/cooking facilities required, etc.

Wardrobe

Requirements could include: clothes, shoes, hats, accessories, changing / bathroom facilities, etc.

Wet weather (plan B)

Food/drink for talent and crew

Notes