



1700 Madison Road
Cincinnati, OH 45206
513.221.3213

Event Reservation Form

Event Date: / /

Names: _____

Photo: _____ #hours: \$ _____

Video: _____ #hours: \$ _____

for office use:

Net: \$ _____

Lead Photographer:

Tax: \$ _____

Assoc. Photographer:

Total: \$ _____

scheduled from: : to :

Retainer to hold date; (nonrefundable), applies towards total.

(\$250. for Photos/ \$250 for Video) \$ _____

Videographer:

2nd Deposit 75% (due 30 days prior to event) \$ _____

scheduled from: : to :

Balance due when proof files are available: \$ _____

referral: _____

Please Sign: _____ & date: / /

Wedding Contact Information

Event Date:

Bride:

Address:

home #

work #:

mobile #:

e-mail:

Groom:

Address:

home #

work #:

mobile #:

e-mail:

Local/Permanent Contact:

Address:

home #

work #:

mobile #:

e-mail:

Event Schedule: (for photographer/videographer)

Please complete this section with any/all information available.

Pre-Ceremony (photos):

women @:

address:

time: : to :

men @:

address:

time: : to :

Ceremony Site:

address:

time: : to :

Post-Ceremony (photos):

address:

time: : to :

Reception Site:

address:

time: : to :

Please factor in travel time between sites. Photographers should have 30 minutes, and videographer 60 minutes, to prepare for and record preceremony activities