

# Event Request Form

After processing into the schedule, you will receive a confirmation text.  
If your event is within 12 hours, please text 832-268-1844 to expedite.

\* Required

1.

## Event Service Needed \*

*Mark only one oval.*

- Photography
- Technology
- Training
- Meeting
- Other: \_\_\_\_\_

2.

## Affiliation (ex. HFD, RGFF, VSA, WCCT)

\_\_\_\_\_

3.

## Event Type (ex. Birthday, Dinner, Wedding)

\_\_\_\_\_

4.

## Event Title / Description \*

\_\_\_\_\_

5.

## Venue Name \*

\_\_\_\_\_

6.

## Venue Address

\_\_\_\_\_

7.

## Zip Code \*

\_\_\_\_\_

8.

**Event Date \***

\_\_\_\_\_  
*Example: December 15, 2012*

9.

**Start Time \***

\_\_\_\_\_  
*Example: 8:30 AM*

10.

**End Time \***

\_\_\_\_\_  
*Example: 8:30 AM*

11.

**Contact Name \***

\_\_\_\_\_

12.

**Cell Number \***

\_\_\_\_\_

13.

**Email / Web**

\_\_\_\_\_

14.

**Shift**

*Mark only one oval per row.*

	A	B	C	D
HFD	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15.

**Event Status \***

*Mark only one oval.*

- Complete / Confirmed
- Tentative / Pre-Sched
- Early Planning Stages

16.

**Revenue Type \***

*Mark only one oval.*

- Standard / Full Rate      *Skip to question 17.*
- Charity / Non-Profit      *Stop filling out this form.*

## Service Agreement

To be completed if a revenue event is requested.  
There is no limit for photos taken during an event.

17.

### Pre-Event Confirmation \*

*Mark only one oval.*

- 1 hour
- 30 minutes
- 15 minutes
- None

18.

### Estimated Attendance \*

*Mark only one oval.*

- Less than 50
- 50 to 250
- 250 to 500
- More than 500

19.

### Venue Setting \*

*Mark only one oval.*

- Indoors
- Outdoors

20.

### Event Theme

---

21.

### Color Scheme

---

22.

### Alternate Contact

---

23.

### Additional Venue

---

24.

**Extra Equipment**

*Check all that apply.*

- Additional Lighting
- Muslin Backdrop
- Second Camera
- Videographer
- Photo Printer

25.

**Post-Event Availability \***

*Check all that apply.*

- CD / DVD
- Facebook
- Website
- Private

26.

**Expedite Processing \***

*Mark only one oval.*

- Standard (3-7 days)
- Priority (2-5 days)
- Rush (1-3 days)
- Immediate (1-12 hrs)

27.

**Billing Contact \***

---

28.

**Billing Address \***

---

29.

**Billing Zip \***

---

30.

**Phone Number \***

---