**reportage photography, BRIEF**

Thank you for taking the time to describe the task. It is very important for me to do the work as exact as you need me to, and I will try my best.

Please fill in the lines of the brief in any order that is comfortable for you. I will be glad for additional information and examples.

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| **Company name** |  |
|  |  |
| **Contact person, position**  (Team contacts, if more than one decision-maker will be working on the project) |  |
|  |  |
| **Phone** |  |
|  |  |
| **Email** |  |
|  |  |
| **Other contacts**  (Zoom, Skype, Telegram, Discord, WhatsApp, Google Hangouts) |  |

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| --- | --- |
| **Date of event** |  |
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| **Location of event**  ((address, name of the studio, loft, cafe, restaurant; is it necessary to have an ID or a passport with me) |  |
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| **Duration**  (start and end time of the shooting) |  |
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| **Event format**  (corporate party, birthday party, bachelorette party, business conference) |  |
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| **Dress code for the event**  (By default, I come to the event dressed in black and a casual style) |  |
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| **Details**  (What should I pay special attention to: buffet, catering, logos, bartender show, partners' stands, taking the cake) |  |
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| **Event Scenario**  (Approximate timing of the event so as not to miss key moments) |  |
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| **Key guests**  (Names, positions, and photo-examples of the guests whom I should pay an extra attention to when making photoshoot) |  |

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| **Technical Requirements**  (Do you have any special requirements for photos: aspect ratio, horizontal or vertical orientation of the frame, file size and weight;) |  |
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| **References and examples**  (examples of photos that you like and are a model for you) |  |
|  |  |
| **Photo selection**  (Whether you want to choose images for processing by yourself or you are ready to get a ready-made result) |  |
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| **Publishing rules**  (Do you allow the photos to be published in my portfolio on the site, in advertising of my services, can I add your logo in the client section?) |  |
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| **How did you find out about me? :)** (Someone recommended me; we met in person; Instagram, Facebook, search engine) |  |