# Photo Shot List – EVENT NAMEEVENT DATE

**Event Details**

**Location:** (Event location – note specific rooms)

**Parking Info:** Where will the photographer park? Is it validated?

**Day-of Contact:** Name and cell

**Times:**

Note important event times such as room access, guest arrival, program times, and event concludes

**Program Flow**

* Bullet point list of major program points
* Note if you have any breaks or significant transitions
* Note if you have any tone shifts

**Shot list**

* List your must have shots (both the shot and how many you want whenever possible)
* Can shorthand to say one of each speaker
* If you need a certain look be sure to capture that
* Include any client requests

**Event Wrap Up**

**Post Photos:** How do you expect to receive the photos?

**Deadline:** How quickly do you need them? Note if you need one quickly for a news article but the rest can be later