



Saint Philip A.M.E. Church Photography Guild
 240 Candler Road, S.W.
 Atlanta, GA 30317
 Phone: (678) 242-9649 Fax: (678) 840-2152
spcphotosguild@gmail.com

Find Your Photos: <http://www.spcphotosguild.com>
<http://www.wix.com/spcphotosguild/atlanta> (Legacy Webpage)

Photography Request Work Sheet

Client/Organization Name:		Coordinator Name:	
Address:		Address:	
Client/Organization Phone:		Primary Phone:	
Email:		Alternate Phone:	
Event Name:		Email:	
Brief description of the photography service needed:			
Event Date:	Event Colors: Primary: _____ Secondary: _____	Event Start Time:	Event End Time:
Event Location (complete address):		Approximate Number of people being Photograph (Candid, Posed):	
Photography: Extra Camera(s) How many? _____		Other Event Details:	
Photography Information:			
Referral Source – How did you hear about us? Check one and/or fill in name here: _____			
<input type="checkbox"/> Internet Search <input type="checkbox"/> Yellow Pages Ad <input type="checkbox"/> Family or Friend <input type="checkbox"/> Previous Customer			



Client / Organization Representative Signature: _____ **Date:** _____

SPC Photography Representative: _____ **Date:** _____

SPC PHOTOGRAPHY GUILD USE ONLY	
Confirm Event/Date: _____ Event Theme: _____ Event Website: _____ Confirm Venue Location: _____ Confirm Date Request Submitted: _____	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Notes/Comments: _____ _____ _____ _____ </div>

Please fill out form completely and return to:

spcphotosguild@gmail.com

All requests received less than 30 days before the event will be considered on a case by case basis