

Agreement for Event Photography

Event Date: _____ Email address: _____

Client Name: _____ Phone () _____

Client Address: _____

1. This constitutes an order for event photography and prints. It is understood that any and all proofs, sample prints and negatives (digital or film) remain the property of the photography company, Potomac Media, unless other arrangements are made. They may be used for advertising, display or other promotional purpose by Potomac Media.

2. Although all care will be taken with the digital “negatives” and photographs taken at the event, photographer limits any liability for loss, damage or failure to deliver pictures for any reason to return of all deposits made.

3. It is understood that, at the photographer’s option, no other photographer, amateur or professional, shall be allowed to photograph at the event while we are working, and that any breach of this agreement may constitute a reason for non-completion of the job with liability to Potomac Media and loss of payment by signing party.

4. Upon signature, Potomac Media will reserve the time and date agreed upon, and will not make any other reservations for that time and date. For this reason, all retainers are non-refundable, even if the date is changed or the event is cancelled for any reason.

5. A retainer equal to 50% of the package price is due at signing of this contract, with the remainder to be paid upon arrival of the photographer at the event.

All terms of this agreement are understood and agreed upon.

Signature of Photographer: _____

Signature of Contracting Party: _____

Date of signature: _____

Package chosen: _____ Deposit: _____

Balance Due: _____

Event Checklist, as part of contract

Date of Event: _____

Location photography to begin: _____

Event Address: _____

Time photography to begin: _____

Estimated time photography to end: _____