

Briefing form for photography

Description / practical information for photographing an event

Description:

Date:

Location:

Address:

Postcode:

Place:

When: from ... untill ± ...

Total hours of photography:

- Day
- Half day
- Hours

Contact information

Contact person event/press:

E-mail address:

Telephone:

Contact person image editing:

E-mail address:

Telephone:

Contact information photographer:

E-mail address:

Telephone:

Image subject matter (what you actually want to see in the pictures)

Type of images

- Landscape
- Portrait
- Carrousel for website
- Reporting
- General impression

Delivery of images

Total images to be delivered:

File format:

Date / time of delivery:

Images will be delivered to:

Delivery of images will be via an agreed-upon channel.

Later all images will also be delivered on CD/DVD.

Use of images

- Digital (website, newsletter, presentations, etc.)
- Printed material
- Other, namely:

Copyright covering...

- UM publications
- UM publications + external publications

Billing and payment

Cost estimate:

Client:

Budget number:

Invoices to the attention of:

Maastricht University

Finance / Crediteurenadministratie

Postbus 616, 6200 MD Maastricht

Please send invoices by email only. Invoices should clearly state the name, department, and budget number (without spaces or decimals) and be sent to: crediteuren-efactuur@maastrichtuniversity.nl. Please always CC the client in the email.