



EVENT INFORMATION SHEET

One-page planning sheet for birthdays, anniversaries, engagements, christenings and baptisms

Purpose: Record essential event details, locations, schedule, contacts and must-capture priorities for private event photography, videography or combined coverage.

☐ Birthday ☐ Anniversary ☐ Engagement ☐ Christening ☐ Baptism ☐ Other: _____

Client and booking details	Response	Additional instructions	Details
Client / booking name		Special instructions	[Venue/religious rules, privacy limits, child-media restrictions, surprise elements, sensitive family matters.]
Primary contact		Delivery notes	[MotFlix access, download permission, file formats, deadline, album/video requirements.]
Mobile / email		Main contact on arrival	
Event date		Backup contact	
Coverage start / finish			
Package / quote ref.			

Addresses and access details - complete up to 3 locations

Location purpose	Address	Arrival time	Parking / access / contact

Event run sheet / schedule

Time	Event / action	People	Priority	People / moment	Instruction	Priority

Must-capture list

Client / authorised representative	Motley Media
Signature: _____ Date: _____	Signature: _____ Date: _____