



540 2<sup>nd</sup> Avenue South #204, St. Petersburg, FL, 33701 • 727.537.9677

## Project Questionnaire

This series of questions will help you define your project and help me make an accurate bid based on your feedback.

**Complete as much of this form as possible.**

Telling me your budget for this project will not change my bid that is strictly based on shots, set supplies, and additional resources required to meet your needs; however knowing your budget can allow me to discuss the project with you and offer alternatives to fit your budgetary constraints. Some questions you may not know the answer to, just answer the best you can. We will discuss them over the phone at a later time. Some questions may not apply at all please indicate N/A to those questions.

### Company Information:

Company Name: \_\_\_\_\_

Your Name \_\_\_\_\_

Mailing Address: (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_

Email address: \_\_\_\_\_@\_\_\_\_\_

Telephone/Fax/Text number: ( ) telephone ( ) fax ( ) text \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_

### Project Manager:

Authorized Representative: \_\_\_\_\_ (person who does final approval)

Contact email: \_\_\_\_\_@\_\_\_\_\_

**Product Specifics:**

Size smallest:(HxWxL)\_\_\_\_\_ Largest\_\_\_\_\_

Total number of products: \_\_\_\_\_

If there is an array of different products, how many of each?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Describe the products (name, color, texture, materials, etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Will the samples be delivered in person, USPS<sup>1</sup>, or by a delivery service? \_\_\_\_\_

Will the samples be returned or should I dispose of them (often samples are altered making them unusable for resale)? \_\_\_\_\_

**Set Details:**

Will this shoot be held on a location or in studio? \_\_\_\_\_

Please give me the location details. \_\_\_\_\_

(PLEASE NOTE: location work can increase costs as much as ten times that of a studio session)

Will any special props be required? (mannequins, special backgrounds, display items, other)

\_\_\_\_\_

If on location, will you be providing any support staff to help manage the product samples? (unpacking, cleaning, re-packing)? \_\_\_\_\_

Will there be an art director, stylist or product manager managing the shoot in studio/location? \_\_\_\_\_

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<sup>1</sup> Please see the Sample Selection Guide for full delivery instructions.

**Project Details:**

What is your expected budget for this phase of your project in total dollars? \$\_\_\_\_\_

Please describe how these images will be used (website, Amazon, printed materials, etc.)

\_\_\_\_\_

Will images be “shot to layout”?? \_\_\_\_\_

How many shots of each item and explain ( example: 2 of each item, 1 front, 1 back).

\_\_\_\_\_

What is your expected due date for final images? \_\_\_\_\_

What format do you require (TIF,JPG,PNG, PDF or other) \_\_\_\_\_

All images are delivered at final full size, I can provide you with a re-sized set at no additional charge to fit your web page/catalog. O-YES re-size to \_\_\_\_\_ pixels along the longest side. O-NO full sized only.

Will your staff/agency or will ProdPhoto staff be handling the final image finishing? \_\_\_\_\_

Will you need us for any design services?(creating flyers, advertising, banner etc.) \_\_\_\_\_

If yes please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

## Restaurant/ Food Product ONLY

Will you require a food stylist<sup>3</sup>? \_\_\_\_\_

Will you be supplying supporting props<sup>4</sup>? \_\_\_\_\_

Will you be supplying support staff<sup>5</sup>? \_\_\_\_\_

Will this shoot be in your restaurant or will we need to rent a studio with a full kitchen? \_\_\_\_\_

### **A note about food projects:**

Food shoots are complicated, fast paced working environment which I will require at least one experienced assistant.

My studio has no kitchen facilities, therefore, your restaurant or a rented studio with facilities will be required.

If the shoot will be in your restaurant, a portion of your dining area must be closed off to the public,

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3 A food stylist is an expert specialists working with your chef and staff to prepare your product for the camera.

4 Dishes, silverware, napkins, cutting boards, tablecloths, stemware, decorations etc.

5 Servers, prep staff, chef, actors etc.