

# Lee Marshall Photography

## School Prom/Leavers Ball Booking Form



<b>Client Details</b>	
Contact Name	
School Name	
Address	
Email Address	
Daytime Telephone Number	Evening/Mobile

<b>Event Details</b> - Please provide all details of your prom/ball.	
Event Name	
Event Date	Expected amount of students?
Start Time	What time can we be on site?
End Time	
Event Venue & Address	

<b>Photograph Details</b> - Please select one photograph size that you prefer us to supply at your event.	
Size	Prom Price
7x5" - Standard Portraits	<input type="checkbox"/> £5 (usually £7.50)
9x6" - Luxury Size	<input type="checkbox"/> £7 (usually £10.00)
Unlimited Digital Package	<input type="checkbox"/> £5 per student - must be paid in advance
We recommend this is included in the ticket price.	

<b>Mounts</b> - Please select what type of photo mount you would prefer us to supply.	
Black card "strut" mount	<input type="checkbox"/> Free of charge
Embossed with your school logo	<input type="checkbox"/> From £1 per mount
Custom printed mount	<input type="checkbox"/> Price on application

I/we hereby confirm that I/we wish to book Lee Marshall Photography to photograph my/our event as detailed above. I/we understand that should the booking be cancelled less than a week prior to the event a cancellation charge of £50 may be made. I/we guarantee that Lee Marshall Photography will be the only professional photographers invited to the event.

We require the signatures of two students from the organising committee or one signature from a supervising teacher.

**Signature/s**

  
  

**Name/s** **Date**

Please note that a space of 6x4 metres is required to set up our portable studio. The venue must provide two standard office type desks for our computer equipment. A mains power outlet must be provided within 5 metres.

**Please return booking form to: Lee Marshall Photography, 27 Avington, Great Holm, Milton Keynes. MK8 9DG**

