

Lee Marshall Photography

School Prom & Leavers Ball Booking Form



We recommend contacting us to confirm our availability before submitting this form.

Client Details	
Contact Name	
School Name	School Year: 11 / 13 / Other
Address	
Email Address	
Daytime Telephone Number	Evening/Mobile

Event Details - 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	

Photograph Details - Please select one photograph size that you prefer us to supply at your event.	
Size	Prom Price - includes buy two, get one free offer.
7x5" - Standard Portraits	<input type="text"/> £5.00 (usually £7.50)
9x6" - Luxury Size	<input type="text"/> £7.50 (usually £10.00)
Pre-Purchased Print Package (minimum 80)	<input type="text"/> 7x5" - £4.00 9x6" £6.00 (delete as appropriate)
Pre-Purchased Unlimited Digital Package	<input type="text"/> £5.00 per student
Pre-purchased packages must be paid for upon our arrival at the venue.	

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

Backdrop - Please select what type of backdrop you would prefer us to supply.	
Standard mottled grey	<input type="text"/> Free of charge
Optional mottled brown/ginger	<input type="text"/> Free of charge
Contemporary white "high-key" backdrop	<input type="text"/> only available with 9x6" Luxury Portraits

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