

Christifa & Associates — Client Packet

This packet includes all forms and policies required to begin your booking with Christifa & Associates.

Client Intake Form

Full Name

Email Address

Phone Number

Company / Brand

Event Type

Event Date(s)

Location / Venue

Estimated Number of Guests

Creative Style Preferences

Must-Have Shots

Budget Range

Travel Required?

Additional Notes

Travel Quote Request Form

Destination City / Country

Venue Name & Address

Event Date(s)

Start / End Time

Team Members Needed

Accommodation Preferences

Transportation Requirements

Estimated Budget

Additional Requests

Christifa & Associates — Travel Policy

Christifa & Associates is available for nationwide and international travel.

Travel expenses may include airfare, hotel accommodations, ground transportation, meals, and equipment transport.

Travel days may be billed at 50% or 100% of the standard rate depending on project needs.

Equipment cases and additional checked bags may incur extra fees.

A deposit of 30–50% is required to secure travel bookings.

Cancellations within 7 days may result in partial or full travel fees depending on vendor policies.

Clients are responsible for providing accurate event details, permits, and point-of-contact information.

Christifa & Associates guarantees professionalism, timely communication, and safe equipment handling.

Booking Confirmation Template

Thank you for booking Christifa & Associates. Your project is now confirmed, and we're excited to work with you. **Booking Summary:**

Event Type: _____

Event Date: _____

Location: _____

Coverage Needed: _____

Team Members Assigned: _____

Travel Details (If Applicable):

Travel Dates: _____

Hotel: _____

Transportation: _____

Payment Summary:

Deposit Received: Yes / No

Balance Due: _____

Payment Deadline: _____

A member of our team will reach out 24–48 hours before the event to finalize details, shot lists, and logistics. Thank you for choosing Christifa & Associates — Creative. Professional. Ready to Shoot.