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# Corporate Event Photographer Vendor Evaluation Checklist

Use this checklist when evaluating photographers for your next corporate event.

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Portfolio and Experience

- Portfolio includes corporate clients (not just weddings, parties, or social events)
- Evidence of large-scale coverage (100+ attendees, multi-session events)
- Has photographed events at your specific venue before
- Can state how many corporate events they covered in the past 12 months
- Portfolio shows consistency across subjects and sessions

## Process and Communication

- Has a defined pre-event briefing process (they ask you, not the reverse)
- Provides deliverable expectations before booking
- Documents turnaround timeline in writing
- Responds promptly and professionally during evaluation
- Does not require active management during the event

## Operational Readiness

- Works independently across a large event without being a distraction
- Uses independent judgment about positioning and priority
- Has backup equipment on-site (second camera body, spare batteries, backup flash)
- Can describe how they handle schedule changes on event day
- Delivers organized files by segment (not a single unsorted folder)

## Deliverables

- Confirms expected image count based on event scope
- Delivers high-res (300 DPI) and web-optimized (72 DPI) formats
- Offers priority batch delivery for next-day social or press needs
- Provides full commercial usage rights (social, web, print, press, internal)

## Venue Knowledge

- Familiar with your venue's lighting conditions
- Knows the credentialing and load-in process
- Has worked at Orange County or Long Beach convention and hotel venues

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Total: \_\_\_\_\_ / 23

20-23: Strong fit

15-19: Follow up

Below 15: Pass

**Pro Tip:** Ask how many corporate events (not weddings, not parties) they have covered in the past 12 months. The answer tells you more about their readiness than any portfolio review.

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**Planning a corporate event in Orange County? One call tells you whether we are the right fit.**

Christopher Todd Studios | 949-755-8444 | christophertoddstudios.com/corporate-events

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