

RWS.RFS.OPR.064

Request for Video/Photo Shoot

Date:

As we continue to enhance *[Client's Company Name]*'s brand presence and engage our audience effectively, we would like to request approval for a video and photo shoot for our social media content to be used as marketing material.

This shoot is intended to capture high-quality visuals that align with our brand identity and project goals. The final materials will be utilized for [specific purpose, e.g., marketing campaigns, website content, social media, etc.], helping us strengthen our digital presence and reach a wider audience.

Date: *[Proposed Date(s)]*

Time: *[Start Time – End Time]*

Location: *[Client's Address / Venue]*

Scope of Work: *[Briefly outline what the shoot will cover, such as product showcase, facility tour, staff interviews, behind-the-scenes content, etc.]*

We aim to ensure a smooth and efficient production process with minimal disruption to operations. If there are any specific guidelines, preferences, or restrictions that we should consider during the shoot, please let us know.

We would appreciate your confirmation and approval at your earliest convenience. Should you require any modifications to the schedule or additional details, please feel free to reach out.

Looking forward to your response. Thank you for your time and support.

Requested By:

Signature Over Printed Name

Checked By:

Alyzza Escalante
General Manager – R Web Solutions Corp.

Approved By:

Richard Dean Clemente
Chief Technology Officer – R Web Solutions