



Photopass / Review Ticket Request Template

Dear contributors,

Below is a Photopass / review ticket template for you to use when requesting access to shoot and/or review a show. For bigger bands and bigger venues, you will need to request a review ticket as well (if reviewing) as quite often you'll have to leave after you have finished shooting if you haven't got a ticket.

As a rule of thumb, it is a good idea to request credentials 3-4 weeks before a show and send a follow up email the week before if you haven't heard back. If you send a request too soon, you may be ignored or forgotten about, too close to the date and all passes may be taken. This is not to say that if you see a show you would like to shoot you shouldn't send a request if the date is close. It is always worth reaching out no matter how close and you can get lucky sometimes.

Where to send the request?

Generally, the band/artists PR firm is the best place to send the request. These details can often be found on their Facebook page under the 'About' section and this is the first place to start looking. The second place to look for contacts is on the bands official webpage under 'Contacts' or 'About' and look for a press/media contact. Failing that, a Google search for the publicist can find the required contact. I search for '**Band Name**' **Publicist** or '**Band Name**' **Press Contact** and look through the results to find the relevant contact. Failing that, you can send requests to any management and/or record label contacts you come across.

If the gig is part of a bigger tour, look for the event you are interested in on Facebook, the bands website or the venue page. Quite often there is information on the tour poster such as '**In Association With...**' or '**With Arrangement by...**' or '**xyz presents**'. These are quite often the tour promoters and a search for these will bring up their information and you can send a request to them.



What to write?

Subject: Photopass request – [insert band name] – [insert date] – [insert venue and city]

Dear **[insert name here if known, if not known, use 'to whom it may concern']**

I would like to please request a Photopass and review ticket for **[insert band/artist name]** at **[insert venue name]** on **[insert date]**

The photos **[add 'Alongside a review' if reviewing]** will be used on music news and review website www.AllMusicMagazine.com and my editor Mark Horan can be contacted at Mark@AllMusicMag.com to confirm my credentials if necessary.

(you can also add links to your work here and add: ***examples of my work can be found here***
[insert link]

I look forward to hearing if you can accommodate my request.

Kind regards
[insert name here]
All Music Magazine
[insert email here]