

**A COMPLETE PHOTOGRAPHY PROGRAM
PROPOSED BY *STUDIO NAME INSERTED HERE*
STUDIO ADDRESS INSERTED HERE**

FOR THE CLASS OF 2009

To: _____

Submitted to:

Submitted by:

This proposal shall form the basis by which *STUDIO NAME INSERTED HERE* will provide photography and services for the school and its yearbook.

Hence forth, *STUDIO NAME INSERTED HERE* will be referred to as the “Studio” and *School Name Inserted Here* as the “School”.

SECTION 1.

SENIOR PORTRAITS AND YEARBOOK RELATED PHOTOGRAPHY

The Studio’s program is based on the following information:

1. Enrollment of Class of 2008: Approximately _____.

Joint Objectives

- A. To produce a Senior section in the yearbook of maximum uniformity and quality.
- B. To generate a Senior mailing/telephone list for the Studio to facilitate the promotion of Senior portrait photo sessions.
- C. To photograph as many as Seniors as possible and then deliver them in a digital CD Rom format acceptable to the School’s publisher.
- D. To allow the studio to distribute the Studio’s photo session brochures, registration forms, and appointment cards effectively through class talks.
- E. To make available a variety of photo sessions that will include more poses, different backgrounds and clothing changes to meet the requirements of all Seniors.

SENIOR PORTRAITS

- A. All Seniors will be photographed in natural color.
- B. All Seniors will have poses taken in street clothes (or tuxedo and drape if selected by the school) and in the School's cap and gown.
- C. All Seniors will be able to select a yearbook photo session.
 - 1. Photo Sessions Available:
 - 2. "Basic 8" – eight (8) poses cost \$10.00
 - 3. "Pick 16" - sixteen (16) poses - cost: \$20.00 plus tax.
 - 4. "Take 24" – twenty four (24) poses - cost: \$30.00 plus tax.
- D. Seniors will be photographed during the Summer on location at ***School Name Inserted Here*** or at ***STUDIO NAME INSERTED HERE***.
- E. Make-up days may be scheduled during the Fall to accommodate transfer students, retakes and Seniors missed in the Spring or Summer session. The school may choose to photograph these students on school grounds.
- F. The final date to allow students to be photographed and appear in the yearbook will be determined by the school's deadline to receive its yearbook CD Rom.
- G. Seniors are able to view and make their yearbook selection at the time of photography or online within days of their photo shoot. This ensures each and every Senior will have the opportunity to receive the pose of their choice in the yearbook.
- H. Senior yearbook CD Rom is due at the school by _____ (insert due date here).

PERSONAL SENIOR PORTRAIT ORDERS

- A. The rights to all portrait images shall belong solely to the Studio; from which students may order portraits for their personal use at special student discount rates.
- B. Senior portrait images and the proofs mailed to the students are copyrighted and can not be reproduced by anyone without the express written permission of the studio.
- C. Senior portrait images will also be available for viewing online. Each senior photographed will have a unique password to access their private file of images online.
- D. All portrait orders are fully retouched.
- E. All portraits and portrait orders are unconditionally guaranteed. A refund will be made if satisfaction cannot be achieved.

PROFESSIONAL AND STUDENT PHOTOGRAPHY

The Studio will provide the School with the following amount of professional photography, provided the photography is used for the exclusive benefit of the School yearbook and/or the School ASB.

INSERT AMOUNT OF PHOTOGRAPHY TO BE PROVIDED AT NO CHARGE HERE.

Images will be forwarded to the school in either a digital CD Rom format or by prints at the discretion of the studio.

This photography has the following retail value. (Note the school will not be charged this amount. It is meant to show what the value of the service is worth.

1. Full day session (Maximum 8 hours) - \$300.00 (*Given at no charge*)
2. Half day session (Maximum 4 hours) - \$200.00 (*Given at no charge*)
3. Quarter day sessions (Maximum 2 hours) - \$150.00 (*Given at no charge*)

YEARBOOK STAFF TRAINING

- A. Upon request, a yearbook workshop for student staff photographers will be provided by our Professional Sports and Candid Photographers at no charge.
- B. Our staff of trained professionals will provide help to guide and train students throughout the school year at **no charge**.

MISCELLANEOUS ITEMS

- A. **Photographic content of the Yearbook** - The School shall have the obligation to examine all portrait glossy prints to determine if the Studio neglected to send any such glossy prints of students photographed by the Studio and to notify the Studio in sufficient time, in advance of the yearbook publisher's deadline, to furnish the School any such omitted glossy prints. In any and all events, the School shall be solely responsible for inclusion and/or omission in and from the yearbook of any photograph and/or for any policy adopted by the School in relation thereto. The School shall hold the Studio harmless and indemnify it for any and all damages which the Studio sustains as a result of any such inclusion and/or omission.
- B. Photographs may be taken by the Studio on School property.
- C. If any of this agreement shall be declared invalid or unenforceable by any court or any administrative processing, the remainder of the agreement shall continue to remain in full force and effect.

SECTION 2.

UNDERCLASSMEN PHOTOGRAPHY

This will describe the portion of photography services provided to the school required to photograph the Underclass students of ***School Name Inserted Here***, (hereafter referred to as the “School”), and the photography services that will be provided by ***Studio Name Inserted Here***, (hereafter referred to as the “Studio”). Underclassmen photography is only provided when combined with Senior Portrait and Yearbook photography or a complete Dance photography program. Underclassmen photography without being combined with Senior Portrait Yearbook Photography and Dance Photography is not being offered as part of this agreement.

1. Classes or grades to be photographed:

Grades nine (9) through twelve (12) for the School year of 2008-2009.

2. Number of Students:

The Studio projects the total number of students to be photographed by the Studio to be approximately _____.

3. Services and Service items provided by the Studio:

- A. The Studio will provide ID Cards instantly, at the time of photography to the students at no charge to ***School Name Inserted Here***.
- B. Studio will provide a computer, SIS software, digital camera and ID printer to participating ***School Name Inserted Here*** for ID cards to be taken after our photo sessions have been completed.
- C. Studio will deliver one Pocket PC with all students photos and personal data loaded into the operating system to ***School Name Inserted Here***.
- D. The studio will provide the yearbook a publisher acceptable CD Rom that includes one properly identified photograph of each student who had their picture taken. Identification will include the student’s name, grade and ID number.
- E. Yearbook CD will have images uniform in lighting and head size.
- F. Yearbook CD will be delivered no later than one week after the last day of underclassmen photography.
- G. School operating CD will be delivered no later than one week after the last day of underclassmen photography.
- H. The Studio will deliver underclass portrait packages to the School, sorted alphabetical by grade, approximately three (3) - four (4) weeks after each underclass photography date.
- I. Color posters publicizing “Picture Day” will be provided at no charge and are to be displayed in the School’s high traffic areas.
- J. “Picture Day” notices will be provided at no charge and are to be distributed one week before the photography date.
- K. Pre-Pay Price Lists with attached order envelopes will be provided by the Studio.

- L. Studio to provide two mug books of all students photographed by the studio at no charge.

4. Items to be provided by the School.

- A. School agrees to provide the studio with a listing of the student names along with all relevant information it wishes to have included on both the yearbook CD and the administrative CD. In any and all events, the list must include last name, first name and student id number.
- B. Data from the School must arrive at the Studio three weeks in advance of the underclassmen photography day.
- C. School agrees to distribute Studio's pre-pay price list to students either during school one week prior to school picture day or during a registration mailing.

BENEFITS TO THE SCHOOL

1. Students may be sent to the photographer from any class or study hall and can be photographed in any order, at any camera. There is no need to separate students between those who wish to purchase personal portraits and those who only wish to be photographed for School records, they may be intermixed. Those who do not wish to order photographs are not embarrassed by being segregated. This also means the students will move through the system more quickly and can return to their assigned class sooner.
2. Students will receive their ID cards immediately after they are photographed, minimizing the possibility of errors and eliminating the need for a disruptive distribution at a later date.
3. Yearbook will receive its yearbook CD within days of the last picture day, which will ease the burden the staff faces regarding an early deadline.
4. Administration will receive its yearbook CD within days of the last picture day, which will assist the administrative staff in its regular duties.
5. Administration will receive a copy of the school's SIS software along with a licensing agreement through May 31, 2009. This software includes an image of each student photographed and allows the school to print ID cards after photography, print mug books at any time along with a variety of other items like class seating charts, student award certificates and many others. The school will have an unlimited license on the software allowing it to give each teacher a copy if it so desires.
6. All student portrait orders will be individually identified and packaged and alphabetized according to grade for easy distribution.

AGREEMENT

The undersigned hereby agree to be bound by the foregoing proposal for an exclusive photography program (not including sports and athletics). The agreement will remain in effect from through June 30, 2008.

It is understood and agreed that upon the execution of this proposal by both parties, it shall constitute a binding contract between them.

STUDIO NAME INSERTED HERE

By: _____

Date: _____

School Name Inserted Here

By: _____

Date: _____