



CONTACT@ADAMANDCLAUDIAPHOTOGRAPHY.COM | 424.242.2749

Please read your contract carefully, then sign and fax to (866) 201-0653

Duties of the chairperson / School representative

- A1] The school must select one head representative for organizing the event.
- A2] That Representative must be available to A&C photography by phone and e-mail.
- A3] When the representative has decided on a date for the event, they must fill out an online registration form [www.acphotoportraits.com/signup] and submit a signed contract to complete the sign-up process.
- A4] A&C photography will provide a descriptive flyer file (PDF or Word document) for the school to print. It is the representative's responsibility to make sure the flyers are handed out to each student **and** to promote the event by other means (E-mail blasts, meetings, posters, back-to-school night, and word-of-mouth)
- A5] Representative must be available to all families and parents who have questions about the event.
- A6] It is the responsibility of the representative to contact each family that submits their information for involvement to schedule the family's appointment time, unless you are using the online appointment system.
- A7] Representative must confirm all appointments 72 hours before the event, then contact A&C photography to confirm the total number involved. A minimum of **15 families** is required to have an event. If the minimum is not met, or if the representative does not contact A&C photography within 72 hours of the event, A&C photography will decide whether to cancel or continue the event.
- A8] A school representative must arrive at the venue one hour prior to the first appointment to open the venue for A&C photography, and a school representative must stay till the end of the event to close the venue.

Requirements for an event

- B1] Each family must pay a specified sitting fee before they are given an appointment time. Cancellations must be made at least 24 hours before the event date in order to receive a refund of the pre-paid sitting fee.
- B2] For a \$30 sitting fee, each family will receive a 10 min. portrait session, view their proofs minutes after their session and without any additional charge, received a 10x13 luster-finished wall portrait in color or black-and-white. Only one complimentary portrait will be given to each family/group, even if the family had paid for an additional session time.
- B3] A minimum of 15 families is required to have an event. If the minimum is not met, A&C photography will decide whether to cancel or continue the event.
- B4] On the day of your Family Portrait Fundraiser event, A&C Photography will arrive one hour before the first session. We need a minimum of 30'X30' of cleared, open space to set up your portrait studio. Usually cafeterias or multi-purpose rooms are best. Please make sure restrooms are open and available. We will also need two long tables to set up our viewing stations.
- B5] During the event, families may order additional prints/portraits as they desire. Packaging charges and taxes are included into the prices that will be presented to each family.
- B6] We need about one (1) hour to pack up our equipment once the event is over. Due to liability issues, a school Representative should be on campus at all times to give us access to the venue, to greet families as they arrive for their session, to assist during the event, and to close up after we have cleared the room.

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Compensation for your school/organization

C1] Your school/organization will be entitled to retain \$20.00 of every paid (\$30) sitting fee, unless the school opts to use the online appointment schedule system (details specified in terms C2 below). In addition, your school/organization will qualify for the following additional compensation, provided you receive a minimum of 15 paid families to show-up for portraits, only ONE registration/appointment per family/group.

Families that pay, but do not show, will NOT count toward the qualifying total (15 families)

C1(a)] **1st time schools only:**

- 10% of the net sales of prints/portraits ordered on the date of the event only. The percentage will be calculated after packing charges which total \$7 per paid order, and sales tax are deducted from the total sales figure.
- Extra bonus for first-time schools only: \$50.00 for the first 25 families to arrive to have pictures taken plus \$25.00 for each 10 families after that, up to an extra \$200.00 (The extra bonus is only counted for the number of families that arrive to have pictures taken, not the number registered / signed up.)

C1(b)] **Returning Schools:**

- 12% of the net sales of prints/portraits ordered on the date of the event only. The percentage will be calculated after packing charges which total \$7 per paid order, and sales tax are deducted from the total sales figure.
- Extra bonus for returning schools only: \$50.00 for the first 30 families to arrive to have pictures taken plus \$25.00 for each 10 families after that, up to an extra \$200.00 (The extra bonus is only counted for the number of families that arrive to have pictures taken, not the number registered / signed up.)

C2] When using the online appointment system to schedule appointments for families, A&C Photography will retain \$2 per scheduled family, for a total of \$12 of the paid \$30, due to PayPal fees and administrative costs to set up the calendar specifically for your school's event. Therefore, the school will retain \$18 of the paid \$30 session fees.

C2(a)] Once the online appointment system schedule is set-up, the representative must direct **ALL** families to schedule their session via the online appointment system. We can provide an email outline to use as an email blast which will contain the website address (URL link) to the online appointment system specifically for your event.

C3] After the event, A&C Photography will calculate the amount owed to the school (or due from the school) based on the prices and policies outlined above, and will submit suitable documentation along with a check or invoice.

If you agree to all the conditions above, please sign and fax to: (866) 201 - 0653
If you have questions, please don't hesitate to call Adam or Claudia at (424) 242-2749

Representative Signature: _____

Printed Name: _____

School Name: _____

Date: _____