

Collegiate Studios
1221 4th St Davis CA 95616

Collegiate
Studios

**SOW Agreement for Photography Services to Holmes Jr High School,
Emerson Junior High School and Harper Jr High School**

Date	Services Performed By:	Services Performed For:
March 22, 2021	Collegiate Studios 1221 4th St Davis CA 95616	Holmes Jr High School, Emerson Junior High School and Harper Jr High School

This Statement of Work (SOW) is issued pursuant to the Consultant Services Master Agreement between Holmes Jr High School, Emerson Junior High School and Harper Jr High School (“Client”) and Collegiate Studios (“Contractor”), effective August 1, 2021 (the “Agreement”). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail.

This SOW (hereinafter called the “SOW”), effective as of August 1, 2021, is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

I. Period of Performance

The Services shall commence on August 1, 2021, and shall continue through June 30, 2022.

II. Scope of Work

Contractor shall provide the Services and Deliverable(s) as follows:

A. School Portraits

1. Collegiate Studios will provide exclusive portraits with multiple portrait stations on campus at the specified time and date set by the school. 3-4 stations for the main photo day, with one for makeups and retakes. We generally schedule 200 students per camera, per 6 period day or equivalent (35-40 students every 45 minutes per camera).
2. One makeup day and one retake day are included.
3. School needs to provide an electronic file (excel file) of student's names, ID numbers and grades to Collegiate 7-10 days prior to the first picture day.
4. Collegiate Studios can mail order forms to the families prior to the picture days if desired
5. Optionally the school can insert our order form into their summer mailing to student's homes. It is best for the date be given to Collegiate before school lets out in June.
6. Provide sufficient number of cameras to stay on schedule, fitting the number of cameras to the needs of the school. We generally schedule 200 students per camera, per 6 period day or equivalent (35-40 students every 45 minutes per camera).
7. Provide and help load into the school's student database, a picture disk of all student photographs taken during School's Yearbook/ID picture days.
8. Provide 7 color Student Photo Directory. These will be ready for delivery 10-14 days following last day of photography. As well as a pdf of that directory.
9. Portrait packages are available to the families at prices ranging from \$14 to \$50. This includes light retouching and mailing.
Administration does not have to distribute the portrait packages and our office will take care of all customer service issues.
10. Provide a basic photo package to all of the staff members that are photographed.
11. Photograph a staff group photo and provide an 16x20 print framed print will be provided to the office for display.
12. Provide Spring Portrait date if desired. These portraits are more casual than the fall. Indoor or Outdoors. Prints can ordered pre-paid or online.

13. Provide the yearbook with a disc or link to Dropbox to download for making their yearbook. This is to PSPA standards, but other formats could be used

B. ID Cards

1. Provide student and staff ID cards onsite during the photography days at school.
2. Provide ID printing software to print replacement ID cards at school. Provide ID card supplies to print replacement IDs
3. Provide complete support on software and hardware.
4. Provide auxiliary ID cards for TA's, Leadership, Link Crew, Yearbook and Newspaper for better help in identifying students on campus and at sporting events. These cards are designed to easily identifiable.
5. Provide Substitute and Visitor ID cards.

C. Sports Photography

1. Provide Sports Photography for the families to order and groups for the yearbook.
2. Provide minimum of 2 weeks for scheduling a photo date
3. Setup at least 1 hour prior to start time
4. Provide parents the opportunity to order group and individual portraits. Orders can be placed pre-paid or online.
5. Provide the yearbook with 7" wide digitally cropped photos for the yearbook within 1 week of photography.

D. 9th grade Panoramic Photography if desired

1. Photograph the entire 9th grade Class in the school gymnasium on pre-determined date and time.
2. Setup at least 1.5 hours prior to start time
3. Offer for sale 10x30 prints, with an option for lamination & frame. A serious and crazy pose will be available
4. Provide the yearbook with high resolution jpgfile to be used in the current yearbook.
5. Provide administration with full size proofs, to look for any inappropriate content. Retouch any inappropriate gestures etc. from the yearbook and student purchase digital negatives.
6. Deliver ordered prints within 2 weeks of order pickup

E. Promotion and Dance Photography if desired.

1. *Provide graduation photography at graduation or promotion*
2. *Provide 2 poses, a handshake and individual photograph of each graduate*
3. *Mail proofs to parents, they may order only after seeing their child's proof*
4. *Parents may order on-line, by 800 number or by mail*
5. *Proofs are sent within 5 days of the ceremony*
6. School needs to provide name and parent contact information for proofing purposes only or provide a time that we can pass out and collect information from the student.
7. Provide a Photo Booth to the school dances at a discounted rate of \$250 per event. Please schedule your dance photo booth at least 30 days prior. Will work with admin or student activities to get the theme to make the graphics for the prints.

III. Price Schedule

Product	Price	Payment	Refund Policy
Class Portraits-Fall & Spring	Starting at \$14	End Customer	Fix, reprint or refund
Sports Portraits and Groups	\$12-50 per package	End Customer	Fix, reprint or refund
Grad or Promotion Photography	\$8.95 for 5x7 print Additional sizes and money saving packages also will be available	End Customer	Fix, reprint or refund
8 th Grade group photo	\$18-20 per 10x30	End Customer	Fix, reprint or refund

Upon completion of this Performance Period, Contractor and Client will have the option to renew this agreement for an additional school year.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

Holmes Jr High School,
Emerson Junior High
School and Harper Jr
High School

Collegiate Studios

By: _____
Name: **Amari Watkins**

By: _____
Name: **Mark Martin**

Title: **Associate Superintendent of Business Services**

Title: **Owner**