



Please read your contract carefully, then sign and contact A&C Photography at (424) 242-2749

- 1] Your school/organization will select a Chairperson who will attend the fundraiser, and who will be available via phone and e-mail to coordinate the event in advance.
- 2] Your school/organization will choose a date for your Family Portrait Fundraiser and contact us to confirm our availability.
- 3] Descriptive flyers with detachable reply forms will be sent to you. It will be your responsibility to distribute flyers to each student. Each family desiring to participate will return to you a completed reply form along with a check made out to your school/organization.
- 4] The Chairperson will then contact each family to schedule a sitting time using our appointment sheet. Chairperson must confirm all appointments. If you exceed 35 families, please contact us immediately; we will arrange for a second shoot day.
- 5] On the day of your Family Portrait Fundraiser, A&C Photography will arrive one hour before the first sitting time. 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 need about 45 minutes to pack up once the event is over. The Chairperson should be on hand 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.
- 6] Each family will be required to pay a \$30.00 sitting fee for their portrait session. Proofs will be available on the spot within minutes. Without additional charge, the family will receive a beautiful 10x13" luster-finished portrait printed in color OR black and white. In addition, families may order additional prints/portraits as they desire. Cancellations must be made at least 24 hours in advance of appointment in order to receive a refund of the pre-paid sitting fee. Packaging charges are based on the quantity of items ordered, and are in addition to the fee noted above. Families will be advised of the required packaging charges (a minimum of \$7.00) at the time of their sitting.
- 7] **Compensation for your school.** Your school/organization will be entitled to retain **\$20.00** of every paid sitting fee. 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):**
 - 15% of the gross sales of prints/portraits ordered on the date of the event only.
 - Extra bonus for **first-time schools** only: \$100.00 for the first 25 families to arrive to have pictures taken plus \$75.00 for each 10 families after that, up to an extra \$325.00 (The extra bonus is only counted for the number of families that arrive to have pictures taken, not the number registered / signed up.)
- 8] 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

Chairperson's Name: _____ Signature: _____

Phone Number: _____ Date: _____

Date Requested: _____ School Name: _____