

LMU FREELANCE PHOTOGRAPHY: EVENT COVERAGE

Event coverage is charged on an hourly basis and includes the basic documentary coverage of a scheduled event (speaker, panels, participants, lecturers, receptions, awards ceremony or class).

1. Base Cost

- 1.1. \$300/minimum, which includes 2 hours of coverage.
- 1.2. \$150/hour for each additional hour.

2. Optional Additional Fees

- 2.1. \$10 for additional CDs or DVDs of the shoot.
- 2.2. \$30 for expedited shipping if requested.
- 2.3. 25% additional fee applied to the shoot for any rush charges.

3. Photo Licensing + Rights

- 3.1. Freelance photographer grants LMU unlimited use of images on the Web and in print. Images are exclusive to the university for six months from shoot and non-exclusive thereafter.

4. Scheduling

- 4.1. Subject to freelance photographer availability, client must schedule shoot with university photographer at least 5 business days prior to the event. Requests fewer than 5 business days are subject to rush charges.

5. Baseline Service Delivery

- 5.1. General Services: Freelance photographer attends and captures images of event. Freelance photographer reviews and discards technically deficient images.
- 5.2. Proof Delivery: Within 3 business days of the shoot, freelance photographer will deliver entire photo shoot on CD/DVD to university photographer for client review.
- 5.3. Photo Editing: After the client reviews the CD/DVD, up to 6 images may be chosen for color correction.
- 5.4. Final Delivery: Within 3 business days of client selections, university photographer posts final edited images to NetPix.
- 5.5. Billing: University photographer sends invoice directly to client within 10 business days of shoot via email in PDF format. All invoices are NET 30 terms.

LMU FREELANCE PHOTOGRAPHY: LOCATION PORTRAIT

Location portraits are high-quality images that are planned and composed for capture by the freelance photographer. These images are intended for editorial use in strategic university publications (LMU.edu, Vistas and external college e-newsletters). The subjects may be shot by natural light or require a simple strobe lighting setup at the discretion of the freelance photographer in consultation with the university photographer and assigning editor.

1. Base Cost

- 1.1. \$500/minimum, which includes 3 hours of freelance photographer's time.
- 1.2. \$150/hour for each additional hour.

2. Optional Additional Fees

- 2.1. \$10 for additional CDs or DVDs of the shoot.
- 2.2. \$30 for expedited shipping if requested.
- 2.3. 25% additional fee applied to the shoot for any rush charges.
- 2.4. Freelance photographer may charge mileage fees for any shoots not located on-campus by calculating the standard rates as determined by IRS guidelines from the campus to the shoot destination.
- 2.5. \$30/each additional post-produced image select beyond the standard delivery.

3. Photo Licensing + Rights

- 3.1. Freelance photographer grants LMU unlimited use of images on the Web and in print. Images are exclusive to the university for six months from shoot and non-exclusive thereafter.
- 3.2. The client is responsible for obtaining and retaining photo release forms of all subjects photographed for location portraits.

4. Scheduling

- 4.1. Subject to freelance photographer availability, shoot must be scheduled with university photographer at least 5 business days prior to the assignment. Requests fewer than 5 business days are subject to rush charges.

5. Baseline Service Delivery

- 5.1. General Services: Freelance photographer attends and captures location portrait. Freelance photographer reviews and discards technically deficient images.
- 5.2. Proof Delivery: Within 3 business days of the shoot, freelance photographer will deliver entire photo shoot on CD/DVD to university photographer for client review.
- 5.3. Photo Editing: After the client reviews the CD/DVD, up to 6 images may be chosen for color correction.
- 5.4. Final Delivery: Within 3 business days of client selections, university photographer posts final edited images to NetPix.
- 5.5. Billing: University photographer sends invoice directly to client within 10 business days of shoot via email in PDF format. All invoices are NET 30 terms.

LMU FREELANCE PHOTOGRAPHY: COMMERCIAL SHOOT

Commercial shoots are high-quality shots that are composed, edited and customized for use in high-volume traffic online locations or high-volume printed pieces. These shoots require enhanced control of or interaction with subjects (subject matter may vary) and sophisticated use of multiple strobes and/or other photography equipment. Assignment may be on location or in the studio. Examples of intended placement include the LMU Magazine cover stories and feature photography, ad campaigns for large-scale media markets and/or promotional materials.

1. Base Cost

- 1.1. \$1,000/minimum, which includes 2 setups and 7 hours of photographer's time.

2. Optional Additional Fees

- 2.1. \$10 for additional CDs or DVDs of the shoot.
- 2.2. \$30 for expedited shipping if requested.
- 2.3. 25% additional fee applied to the shoot for any rush charges.
- 2.4. Freelance photographer may charge mileage fees for any shoots not located on-campus by calculating the standard rates as determined by IRS guidelines from the campus to the shoot destination.
- 2.5. \$40/each additional post-produced image select beyond the standard delivery.

3. Photo Licensing + Rights

- 3.1. Freelance photographer grants LMU unlimited use of images on the Web and in print. Images are exclusive to the university for one year from shoot and non-exclusive thereafter.
- 3.2. The client is responsible for obtaining and retaining photo release forms of all subjects photographed for commercial shoots.

4. Scheduling

- 4.1. Subject to freelance photographer availability, shoot must be scheduled with university photographer at least 10 business days prior to the assignment. Requests fewer than 5 business days are subject to rush charges.

5. Baseline Service Delivery

- 5.1. Estimate: Freelance photographer provides estimate of fees and expenses to university photographer within 2 business days of receiving the assignment. Client must confirm cost estimate prior to proceeding.
- 5.2. General Services: Freelance photographer attends and captures imagery. Freelance photographer reviews and discards technically deficient images.
- 5.3. Proof Delivery: Within 3 business days of the shoot, freelance photographer will deliver entire photo shoot on CD/DVD to university photographer for client review.
- 5.4. Photo Editing: After the client reviews the CD/DVD, up to 4 images per setup (8 total) may be chosen for color correction.
- 5.5. Final Delivery: Within 3 business days of client selections, university photographer posts final edited images to NetPix.
- 5.6. Billing: University photographer sends invoice directly to client within 10 business days of shoot via email in PDF format. All invoices are NET 30 terms.