

The Lawrence School, Lovedale

Photography Requirement 2024-25

S. No	Events	No of Events during the year	Amount per event	
1.	Photography charges (1 Hour)	8		
2.	Photography charges (2 Hours)	7		
3.	Photography charges (Half Day)	1		
4.	Photography charges (Full day)	2		
5.	Videography charges (1 Hour)	4		
6.	Videography charges (2 Hours)	1		
7.	Videography charges (Half Day)	2		
8.	Videography charges (Full day)	2		
9.	Live video mixer charges	4		
10.	Drone Camera Charges	2		
11.	Passport Size Photos Soft Copy	872		
12.	Photos for Passport Requirement (As per the specification)	20 approx.		
13.	Passport Size Photos (4 Hard Copies)	50 approx.		
14.	Passport Size Photos (6 Hard Copies)	50 approx.		
15.	Enlarge Photo 15/12 Hard Copy	850 approx.		
16.	Founder's Day Celebration		1	
	Day	Photography		Videography
	1	2 Persons		3 Persons + 1 Drone Camera
	2	2 Persons		3 Persons + 1 Drone Camera
	3	2 Persons		4 Persons + 1 Drone Camera
All dress rehearsals have to be recorded (Video/photo).				

TERMS OF THE CONTRACT

- * The Photography In-charge will inform the photographer well in advance about the events as and when required. Approval for each coverage must be obtained from the school authorities and no verbal instruction will be accepted.
- * The Photographer will attach the technical features of the camera such as Camera Model, Year of Manufacture, Brand Name, details of Lens, etc. etc. of the camera he uses for the events at the Lawrence School.
- * The photographer has to be present in time for all events and rehearsals to plan for coverage without hindrance to the program and viewers.
- * Due to any reason, if the photographer is not able to come for a particular event, it has to be informed well in advance and the school has a right to give photography or videography contract to other photographers for the same event and the extra amount, if any, paid by the school to the such photographer will be charged to the contractual photographer.
- * For each event, photograph numbers should not exceed 100 and the photos will be selected by the school. This will be applicable only for the school payable events.
- * All video events have to be edited properly in consultation with the school and only licensed music has to be used for background sound. Piracy music should not be used for any event.

- * The photographer shall submit the soft copy of the photos within the next two days after the event. All video copies have to be submitted to the school within 4 days after the event.
- * Founder's Day celebration videos shall be submitted to the school within 12 days after the program. The photographer shall specify the technical details of the founder's video coverage.
- * For all events, the soft copy of both Photographs and Videos shall be handed over to the school, free of cost.
- * The selected photographer shall deposit a sum of Rs.10,000/- (Ten Thousand only) towards the security deposit and the same will be refunded after completion of the agreement period. No interest shall be carried on such deposit.
- * The contract period will be from 4th August 2024 to 3rd August 2025, which may be extended to a further 1 year with mutual consent of both parties. Also, the contract may be extended after the expiry of this contract based on the satisfactory services during the previous agreement period.
- * Either the party will be at liberty to terminate this agreement wholly or in part by giving three months' notice in advance.
- * In the event of any dispute between the School and the Photographer about any aspect of this agreement, the jurisdiction of the Court in the Nilgiris District, Tamil Nādu, alone shall be solely applicable.

Headmaster
The Lawrence School
Lovedale