

THE MARKETING AND COMMUNICATIONS OFFICE

ASKS THAT YOU **TAKE NOTE** OF THE FOLLOWING:



PHOTO EDITING TIME

Individual Portraits:

1 Week

Events/Group Portraits:

2-4 Weeks

3

UP TO 3 VIDEO EDITS

Allow an additional
7 days per revision (up to 3
revisions maximum)

* See blue box for details



ADHERE TO SCHEDULE

Projects completed ahead
of schedule does not mean
similar future projects will
follow the same timeline.



VIDEO PROJECTS

Allow at least 2 weeks
to schedule shooting of
footage. 4-6 weeks from
last day of shooting/date all
materials are provided for
delivery of 1st draft.

***ADDITIONAL EDITING AND CHANGES** - Any requested changes to the piece beyond what is stated above, that constitutes additional editing, may cause a shift in project priority and the **initial deadline may not be met**.

It is important to note the Marketing and Communications Office normally has a large number of projects in its queue. Because most projects are time-sensitive and scheduled within the workload of the office, projects requested at the last minute (et. al. ASAP, rush) will not be accepted unless approved by the Director of Marketing.

A written reply to this email, constitutes acceptance to these terms and conditions from the Marketing and Communications Office.