

RENEWAL AGREEMENT TO PROVIDE SCHOOL PHOTOGRAPHY SERVICES AND PRODUCTS



This Agreement is made between Legacy Studios and Broken Arrow Public Schools

1. Engagement

School hereby engages and appoints Legacy as its exclusive yearbook, events and portrait photographer for the 2021-2022 school year. Upon its execution of this Agreement, Legacy accepts such appointment and agrees to provide services and products outlined below.

2. Legacy Exclusive Industry Advantages

- **Family Plan.** Within the entire district, after the first two siblings are paid at full price, all of the other siblings are free of charge for the same package.
- Fall Portrait & Retake Day, Team & Individual Sports Portraits
- Yearbook Photography. Yearbook adviser will work with Legacy to schedule events and sports photography needed for the yearbook. Photographs will be provided to the yearbook adviser on CD or uploaded directly to your yearbook company.

3. Seniors (If applicable)

- Senior Portrait Studio will be set up in-school. No sitting fee for basic yearbook senior studio shoot. Portrait days will be scheduled at the request of the adviser and administration.
- Per the yearbook adviser, one photo will be chosen by the student for their yearbook portrait before they leave the shoot.

4. Additional Services to be Provided by Legacy

- Underclass portraits will be taken during school, by class. Set up in conjunction with school to minimize disruption.
- Order Flyers will be provided to the school over the summer so that they can be direct mailed home to parents or included in pre- orientation mailing.
- Advertising for picture day is printed and sorted by Legacy (including posters, tomorrow bookmarks, and order envelopes).
- Class lists, information, and pictures are confidential and are not used by Legacy for any other purpose.
- Packages will be sorted to specifications submitted by School (Teacher, Homeroom, Class, Alpha, etc.) with envelopes showing names and packages ordered.
- Parents' questions are referred to our customer service 1-800 number listed in their packages. It is staffed 9AM-5PM during the busy fall season. Our customer service will have instant access to images when a parent calls.

5. Products

The following products will be provided to the School at *no charge*.

- CD's with all images sorted to fit your yearbook needs and administration software.
- Pictorial directories for the building's principal.
- Student record picture stickers.

SCHOOL:

By: _____ Date: _____

Title: _____

LEGACY STUDIOS

By: Ashley Featherston Date 12/01/2020

Title: Legacy Studios Territory Manager

Notes: Family ID's, Teacher Door Signs, Digital Student Mugbook, 25% commision on all portrait pictures, and 1/2 back on all classroom groups pictures.
 Dates - TBD with Territory Manager, Ashley.

Senior Portrait Dates	Underclass Portrait Dates	Senior Portrait Retake Dates	Underclass Portrait Retake Dates
_____	_____	_____	_____
_____	_____	_____	_____