Design and Development Services Policies for Photography Requests

Our goal is to provide clients with the highest possible quality of work. Please understand that time constraints may not allow us to fulfill all requests.

We are available for consultations and site surveys prior to an event. We ask that your request for services be made at least two weeks in advance.

Proofs will be provided for review on a CD/DVD or as a web gallery. The images you select will be cropped and adjusted for the highest quality and for the intended use. These images will be provided within approximately two weeks.

Please note that our office is not staffed to provide printing services, or archival and storage services for digital media.

Please consider the following when requesting photographic services.

• How will the photographs be used?
  • printed promotional materials
  • web site
  • web gallery

• What is important?
  • If the event has separate sessions, prioritize the most important sessions
  • consider which events or sessions will "tell the story" in the best way

• What conditions may yield poor results?
  • mixed lighting (ex. natural window light and overhead lighting)
  • backlighting (ex. speaker is in front of window)
  • poorly lit rooms or theaters
  • PowerPoint presentations

• Is a release required?
  • children present may be under eighteen
  • images may be used for promotional purposes in printed materials or on web site