

# Memorandum Of Understanding

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This MOU details the responsibilities of Belinda Strodder (the photographer) and your dance studio (the client) for the successful delivery of this project and to ensure a positive and lasting relationship between the two parties.

## **The Photographer agrees to:**

- Photograph your dress rehearsal/performance/studio day on \_\_\_\_\_
- Perform the services outlined in this agreement free of charge to your studio.
- Provide this service with no obligation to your studio, students or parents to purchase photographs.
- Provide an announcement notice (master copy) via email to print and distribute to parents and students of your studio outlining important information about the shoot.
- Bring all necessary equipment for the shoot.
- Work with and photograph the performers of your dance studio in a respectful and legitimate way.
- Supply your dance studio with a private website for from which students and parents can view all of the the photographs. This is available no more than two weeks after the shoot. This on-line album will remain private to any other parties other than your dance studio.
- Make available all of the photographs for purchase to students and parents of your dance studio, take orders and supply them directly to students and parents. Photographs are made available as prints or high resolution files. and delivered by mail no more than three weeks from payment of order.
- Provide your dance studio with custom designed promotional posters for display at your studio within three weeks of the shoot.
- Provide your dance studio with proofs as files on disc within three weeks of the shoot.
- Provide your studio with up to 50 fully edited high resolution files on disk of your choice within 3 weeks of your request of such photographs.
- The Photographer licenses your dance studio to reproduce up to 50 images for marketing, promotion and reporting to funding bodies in both print and electronic form only if the following credit is used:  
"Photography by Belinda: dancephotography.net.au"
- When using the photographs for promotion of her own work, Belinda will also credit your dance studio when possible.
- The Photographer remains as the sole author of the Photographs.

## **The client agrees to:**

- Print and distribute the supplied announcement notice to parents and students of your studio.
- Not produce promotional or information leaflets or fliers on the photographers behalf.
- Communicate clearly with the Photographer in regard to times and events to be photographed.
- Provide a space that is clean and free of furniture at the commencement of the set up time.
- Provide a schedule or program for the shoot at least 24 hours prior to the commencement of the shoot.
- Ensure the Photographer is given any entry passes to perform the photography if necessary.
- Display supplied promotion posters in a visible position to parents.
- Notify Belinda of up to 50 photographs that you wish to use and then only use fully edited versions as supplied by Belinda.
- Not alter or edit in any way the supplied photographs other than re-sizing.
- Make every effort to ensure that when reproducing the images in the public domain Belinda Strodder is credited:  
"Photography by Belinda: dancephotography.net.au"
- Not re-sell or distribute the photographs to any other party including students or staff of your dance studio.
- A cancellation fee of \$500 if the session is cancelled within two weeks of the above agreed session date.
- Not hold the Photographer liable for any legal action, claim or damages resulting from or arising out of the publication of the photographs by your dance studio.

Belinda Strodder

Director,Your Dance Studio

*Belinda*