

Bryan College Marketing and Communications Photography and Videography Policy

INTRODUCTION:

The Marketing and Communications Department at Bryan College offers a range of photography and videography services for approved college initiatives and events. This policy outlines the procedures and guidelines for requesting and sending emails to ensure the best results and compliance with brand standards. These services are available through ticket requests submitted through the Bryan College ticketing system at www.bryan.edu/ticket. In order to ensure the proper documentation, approval, and execution of requests, **the department will only consider and respond to requests that are received through the official ticketing form.** Requests submitted through any other method will not be considered.

PHOTOGRAPHY:

TIMELINES:

- We require a minimum of 5 business days notice to complete photography requests. Although we will do what we can to fulfill the request, we cannot guarantee availability.
- Please allow for at least an additional 5 business days after the request has been completed to receive edited photos. Larger events may take longer than the standard 5 days to receive edited photos.

ADDITIONAL POLICIES:

- The Marketing & Communication Services Department reserves the right to make final edits to any photos taken. Any unauthorized changes made by the client will not be accepted.
- While every effort will be made to capture all desired shots, we do not guarantee that all requested photos will be taken unless specified in advance in a shot list.

VIDEOGRAPHY:

TIMELINES:

- Please note that the Marketing department requires a minimum of 15 business days' notice for video requests. Videos greatly differ in time and needs and are usually in high demand. A timeline estimate will be provided once we overview the project. We will do what we can to meet your deadline but will communicate if that is not possible.

ADDITIONAL POLICIES:

- Although we will make every effort to capture all requested video shots, we cannot guarantee that all shots will be taken unless specified in advance in a shot list.
- Due to the complex nature of video production, deadlines for video requests are subject to change. Our team will do our best to meet your deadline, but additional editing or content requests may cause delays in the delivery of the final product.

EQUIPMENT RENTAL AND LOANS:

- Bryan College provides photography and videography equipment rental and loan options to its employees and students. The equipment manager will be responsible for making loan decisions and will prioritize requests in an orderly manner. The loan duration is contingent upon the signing of a Liability Agreement and the availability of equipment. Non-compliance with loan conditions, such as late returns or equipment returned in a damaged state, may result in denial of future loan requests. College equipment may only be utilized for college-related purposes. For non-college purposes, equipment rental is available at a daily rate with a refundable deposit, subject to waiver by the Director of Marketing through the execution of a Liability

Agreement. Rental costs and deposit amounts are dependent upon the specific equipment being rented. Further information regarding rental costs can be found on our official website.