



# Welcome

Thank you for your interest in Sarah Havard Photography and participating in our second ACT Kids Wall of Fame photo shoot! Enclosed in this packet are all the details of the event:

- Business Policies & Model Release - Return in SASE prior to appointment
- Map of Studio & Reminder
- Special Portrait Collections - Bring to your appointment
- News Update Sarah Havard Photography & More
- Gotcha Greetings Flyer (Adoption & General Occasion Greeting Cards)

Please bring your Special Portrait Collections Flyer to your appointment. Your homework between now and your appointment is to formulate a plan for your portraits. Look around your home and see where you have empty walls and spaces. I can work with you to create a custom wall display perfect for that space. You're welcome to bring wall/space measurements so we can make sure your portraits correctly enhance your home!

Your deadline for scheduling your appointment is April 1<sup>st</sup>! Please allow 24-hour cancellation or reschedule time. Please note that due to the nature of the event, we might not be able to reschedule your appointment.

Sincerely,  
Sarah Havard  
(859) 523.8574  
info@sarahhavard.com  
www.sarahhavard.com

# Map & Reminder

Your Appointment is:

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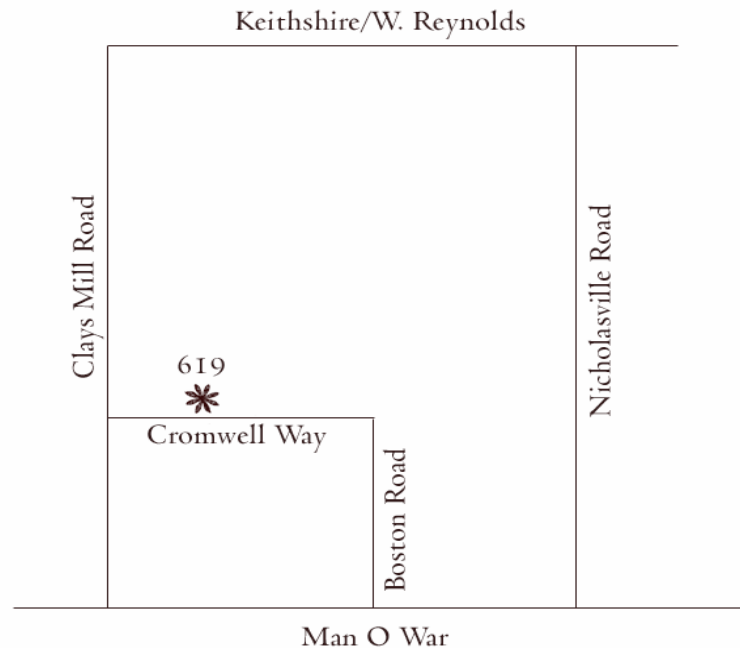
Date

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Time

Home: 859-523-8574

Cell: 210-262-2251



## Don't Forget

~Did you mail in your client info sheet as well as your signed model release and business policy?

~Bring your order form with you to your appointment!

~THIS IS FUN!!!! Try not to get stressed about the session. I will make it tons of fun for your little one! Please do not bring any toys as they will end up in every image. I will use my creativity and goofy nature to get the kids to relax and play! Unless asked, please refrain from trying to get your children to smile during the session. This creates confusion a lot of images of your child not looking at the camera.

## Sarah Havard Photography Business Policies

This document is intended to outline the business policies and procedures used by Sarah Havard Photography.

**Copyright Information:** All images copyrighted by photographer, Sarah Havard. It is illegal and unlawful to scan, copy, or reproduce Sarah Havard's work in any manner or medium and punishable by law with fines starting at \$150,000. As an artist, Sarah Havard wishes to have complete control over the final look of her client's images, and scanned images damage her reputation as a photographer by distorting and devaluing the image quality.

Thank you for respecting Sarah Havard's work and livelihood by choosing not to reproduce her images.

**Print Orders:** Print orders must be made and paid in full at the order session in order to receive special pricing. All other orders will have to refer to regular pricing. For those previewing online, your online gallery expires within 10 days. It is highly recommended that you make your purchasing decisions within this time frame. If you would like to re-publish your gallery, there is a \$10 fee.

**Exclusive Photographer:** Please only bring the people that will be photographed to the session. Also, please do not bring your own camera, camcorder, or recording device to the session.

**Before Your Session:** Please have your children dressed and ready to go for their session. Children are more likely to become grouchy if they are fussed with too much before the session.

**Final Prints:** Your final print order will be delivered approximately 2-3 weeks after your previewing session. Canvases and painted portraits may take up to 4-6 weeks. Sarah will contact you by phone in order to set up a convenient time for your images to be delivered.

**Portrait Care:** Handle your portraits with extreme care. Damage incurred as a result of improper handling, framing or hanging is the responsibility of the client.

**Sales are Final:** Due to the custom nature of each session, all sales are final. However, Sarah Havard Photography offers a 100% guarantee on all work. If there is a problem with your order, you have 5 days to contact Sarah Havard to arrange for a reprint or correction.

**Payment Options:** Sarah Havard Photography accepts cash and checks, VISA, MasterCard and Discover.

**Personal Checks:** Checks returned by the bank, for any reason, will be charged a \$25.00 service charge and all orders will be cancelled if they are not paid in full within three days of notification.

**Usage:** Sarah Havard Photography reserves the right to use the original images and/or reproductions for display, publication, or other purposes. Originals remain the property of Sarah Havard Photography.

## ACT KIDS WALL OF FAME POLICIES

**Session Fee:** \$35 Session fee is due at the time of your appointment. No purchase is required to qualify for the \$35 session fee. But to qualify for the special portrait pricing, all orders must be placed during your scheduled appointment time. Online proofing and ordering for extended family is available for an additional \$10, but only after the purchase of a package and portrait prices are regular price. All major credit cards accepted.

**Before Your Session:** Please have your children dressed and ready to go for their session. Again, we have a limited schedule so every minute counts. Children are more likely to become grouchy if they are fussed with too much before the session. You're welcome to email or call me prior to your session for a clothing consultation. We will be using a white background so keep that in mind. You're welcome to dress them in white, if you have a fair skinned child, consider a little bit of bronzer and/or blush. This is ultimately your session, so dress your children according to what you would like displayed in your home.

**Multiple Children:** The session time is based on one session. Photographing multiple children individually might take up too much time but we will try and accommodate everyone's unique family! We are including sibling group portraits in the display this year so that will free up some space for more families to be included. Here are your options if you have more than one child you want photographed.

Option 1: You can have all of your children photographed together for the normal \$35 fee.

Option 2: If you want individual portraits done of each child here is how that works.

**First, please let me know when you are scheduling so I can try and schedule extra time.** Second, there will be an additional fee of \$10 per additional child or group. So if you have three children and you want each of them photographed individually as well as together as a group. That would be \$35 for the first, and \$10 each for the other 2 children and then another \$10 for the group session, totaling \$65.

## Policy Agreement

Please Sign & Return this page prior to you session. Please keep the policies page for your records.

Please sign that I, the undersigned, have read and understood the above policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Model Release & Authorization to Photograph**

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, I hereby grant the undersigned photographer, Sarah Havard, the irrevocable right and permission, throughout the world, in connection with the photographs she has taken of me, or in which I may be included with others, the following: (a) the right to use and reuse, in any manner at all, said photographs, in whole or in part, modified or altered, either by themselves or in conjunction with other photographs, in any medium or form of distribution, and for any purposes whatsoever, including, without limitation, all promotional and advertising uses, and other trade purposes, as well as using my name in connection therewith, if she so desires; and (b) the right to copyright said photographs in her own name or in any other name that she may select. I waive the right to inspect or approve any use thereof.

I hereby forever release and discharge Sarah Havard from any and all claims, actions and demands arising out of or in connection with the use of said photographs, including, without limitation, any and all claims for invasion of privacy and libel. This release shall inure to the benefit of the assigns, licensees and legal representatives of Sarah Havard, as well as the party(ies) for whom she took said photographs.

\_\_\_\_\_  
Model's or Parent's Signature

\_\_\_\_\_  
Date

Parent's Name \_\_\_\_\_

Child(s) Name) \_\_\_\_\_



**ORDER FORM  
BRING TO APPOINTMENT**

Date/Session Time: \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Age \_\_\_\_\_ Birthday \_\_\_\_\_

Parent Information \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Payment Due Today via: Cash  Check  Visa  Mastercard  American Express  Discover  Exp. Date \_\_\_\_\_

Credit Card # \_\_\_\_\_ Security Code \_\_\_\_\_ Signature \_\_\_\_\_

**Special ACT Portrait Collections**

Purchase a Package and get an extra sheet of wallets for only \$10

**\$75**

8 Wallets # \_\_\_\_\_  
 1 5x7 # \_\_\_\_\_  
 1 8x10 # \_\_\_\_\_

**\$175**

8 Wallets # \_\_\_\_\_  
 4 5x7 # \_\_\_\_\_  
 2 8x10 # \_\_\_\_\_

**\$225**

8 Wallets # \_\_\_\_\_  
 4 5x7 # \_\_\_\_\_  
 2 8x10 # \_\_\_\_\_  
 1 Mini Brag Book

**\$275**

10 4x6 Images  
 Showcased in Black  
 Leather Album &  
 8 FREE Wallets \_\_\_\_\_

a la carte

Size	Cost	Qty	Image#	Total Cost
Session Fee	\$35	---	---	\$35
Pre-Designed Print Package				
Wallets (8)-1 pose per sheet	\$35			
Gift Sizes up to 5x7	\$35			
8x10 Classic Portrait	\$35			
Up to 16x20 Classic Portrait	\$125			
Extra Sheet of Wallets (8) <b>Only with Package Purchase</b>	\$10			
3 Image 5x10 Storyboard	\$125			
6 Image Storyboard	\$150			
Upgrade Album to 5x7 Prints	\$325			
Duplicate 3x3 Mini Brag Book	\$65			
Add on a Mini Brag Book	\$100			
			<b>Shipping</b>	<b>\$5</b>
			<b>Tax</b>	
			<b>Total</b>	

# SHP News Update

## TEXAS, OUR TEXAS!

We're Moving!!! Some of you know our stay in Lexington has always been a temporary one. Kenny will be completing his pediatric dental residency at UK and he will be setting up practice in Georgetown, Texas, just north of Austin this summer. Our official move date is July 18<sup>th</sup>. This is very exciting for us because it means we will finally be settling down after 3 moves in 6 years. As an Army Brat I never thought I would be anxious to settle down, but I really am. We are looking forward to buying our first home and starting a new phase in our life!

That being said here is my schedule for the next 4 months:

ACT Kids Wall of Fame – April 10-April 16th

Deadline for accepting New Clients - April 30<sup>th</sup> – This applies to sessions outside of ACT Kids

Deadline for Current Clients to book a session - May 31st

(This can be a tentative date; I just need to get it on the calendar as my weekends are going to be very limited!)

Last available session date - June 14th (subject to change)

As with each move, I am sad to leave my clients behind. But I am not leaving you alone and I am coming back next Spring to continue the ACT Kids Wall of Fame with the help of another local photographer and friend.

## MEET DANIELLE

During my time in Lexington, I met an amazing photographer who I feel 100% comfortable referring my clients to. Danielle Pousette lives in Nicholasville with her beautiful family, husband Gustav and their sweet daughter Emma Sophia. She runs Simple Grace Photography out of her home and specializes in outdoor and natural light photography. Danielle and I have become great friends and colleagues and if circumstances were different, we would certainly go into business together! We share a lot of the same style and techniques and I'm certain she will be a great fit for all of my clients!

Enjoy Danielle's work by visiting her website at [www.simplegracephotography.com](http://www.simplegracephotography.com). As a photographer, I'm the last person to step in front of the camera, but I was honored to have Danielle take our Christmas portraits this year! She did a fabulous job!

