JAK PHOTOGRAPHY & PRODUCTIONS

BUDGET PROPOSAL
GRADUATION PORTRAIT
SY 2022 – 2023

Budget per Completer : Php 200.00

No. of completers : _____

Total Amount of Budget for MOOE : _____

PACKAGE PRICING BREAKDOWN (PER STUDENT)

INCLUSIONS		
Item	**QTY**	**Item Description**
8R (8 x 10 cm)	1	Formal Graduation Portraiture
5R (5 x 7 cm)	1	Class Picture
Wallet Size (2.5 x 3.5 cm)	4	Formal Graduation Portraiture
Soft Copy	-	via JAK Photography & Production Facebook Page

OTHER AVAILABLE ADD-ONS

Item	Price
8R (8 x 10 cm) Picture Frame w/ 1.5-inch Matting	300
8 x 11 Printed Picture	100
8R (8 x 10 cm) Printed Picture	80
5R (5 x 7 cm) Printed Picture	50
4pcs Wallet Size	40

TERMS & CONDITIONS

1. Reservations must be made atleast three weeks in advance, it is first come, first served, and the management will give priority to those who make reservations in advance.
2. Raw/unedited materials can only be kept and archived by JAK Photography & Productions for a year.
3. Transportation and are INCLUDED in the package. However, accommodation or NOT.
4. The management will issue a refund or book a reshoot in the event that an unanticipated photo is lost or corrupted.
5. Rebooking is only permitted once and is subject upon availability.
6. The management has the right to reschedule or cancel the planned photo shoot in the event of an emergency, a natural disaster, or a payment delay.
7. After the agreed-upon schedule, a 20% non-refundable reservation charge is required to be paid by the school/university.
8. In order to avoid delays in the distribution of outputs and the booked photoshoot, the customer must pay the remaining balance before or after the scheduled photoshoot.
9. The management can deliver all enhanced, edited, and printed products at least fourteen (14) days following the photo shoot.

GRADUATION PORTRAITURE
DIFFERENT KIND OF FORMAL GRADUATION PORTRAITS AND FUN SHOOTS THAT WILL SERVE AS A MEMORABLE SOUVENIR

FORMAL GRADUATION PORTRAITURE

The school/university can request different poses from the photographer

It is important to have a photograph or a framed image of yourself wearing a graduation robe or 'toga' and cap. It purely brings happiness and relief as you became sentimental as you looked back to fondness and memories of the emotion-filled milestone.

In addition, your Graduation portrait could also serve as your ID picture. According to an article from Time magazine, a study conducted by The Ladders (a renowned job site); corporate recruiters spent four to five minutes on carefully scrutinizing resumes that hit their desks. And one factor that affects the personality of an applicant is his/her own image attached.

BACKDROPS/BACKGROUNDS

A traditional gray graduation backdrop will be used in all the graduates' headshots. The management would try to provide a custom colour and design of backdrops upon the client's request.

However, custom backdrops must be requested 2-3 weeks prior to the agreed photoshoot date, failed to do so can cause delay or the school/university have no other choice but to use the currently available backdrop(s).

ADDITIONAL PHOTOGRAPH OPPORTUNITIES

JAK PHOTOGRAPHY & PRODUCTIONS PLEASED TO OFFER A FREE ADDITIONAL PHOTO OPPORTUNITIES TO STUDENTS ALONG WITH THEIR PARENTS/GUARDIAN AND FRIENDS

STUDENT & PARENT/GUARDIAN PORTRAITURE

Get a once in a life time photo opportunity with their parent or guardian that will be remembered in many more years to come.

With the help of various kinds of lenses, there is no need to adjust the setup and positions of the camera equipment, as well as the posture of the graduating student, this will allow the photographer to offer this service to all interested students and parents.

FUNSHOOTS

The student tends to post a lot in social media, fun shoots are no exception. Fun shoot is usually done with the student choice of props and/or pets, they pose different kind of poses, usually in a funny and unusual way to express something, which is usually school related.

We gave the student this opportunity for them to make a laugh for other people, saying that what they're doing is somewhat relatable to them.

GROUP PICTURE

Whether it's your friends or classmates, you can request a group picture to our photographer, we'll make sure that we can get it done for you if the time is available.

CLASS PICTURE

Following the individual graduation portraiture, our photographers can conduct a class pictorial, the students will gather in a big and open space along with the principal, adviser(s) and subject teachers for the class picture.

A hard copy of the class picture can be covered by our services; however, this may cost additional fees, which can be discussed by terms.
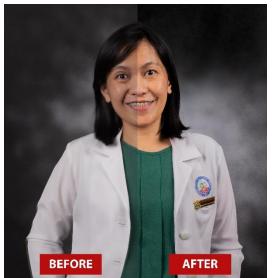
EDITING & ENHANCING EACH PORTRAIT
WE WON'T LET A SINGLE SPOT GET MISSED WHEN WE EDIT EACH AND EVERY PHOTO

SOFTWARE ENCHANED PHOTOS

Each photo is carefully edited and enhanced by the photographer in post-production, we used a software called Adobe Lightroom to enhance each and every photo in order to maintain quality and consistency for each student. We highly prioritize consistency in our products, not just because of how we desired good quality in every capture, but also because of the memory and hardship the student and parents that will be stored within a nice photograph. The software can make changes to the photograph by changing its exposure (brightness), contrast (darkness), skin tone colour, background colour and many more, making the editing more flexible for the photographer, in case of overexposure, underexposure and other quality related instances that we may encounter in the graduation photography site.

Photo enhancement are subject to availability after the original edit

CHANGING OF BACKDROP/BACKGROUND

In case a certain backdrop is required by the school or university, and are not yet currently available at our arsenal, JAK Photography & Productions will meet its demand by hiring a photo editor that may fulfill the request.

Changing of backdrop/background requires a three (3) step process; original background removal, color correction and lastly, new backdrop overlay.

SETUP AND ACCOMODATION
OUR MOBILE GRADUATION STUDIO SETUP REQUIREMENT AND NEEDS

MOBILE STUDIO SETUP

JAK Photography & Productions offers you a mobile studio service that allows the school or university to have a hassle-free, fast and professional looking setup within your school premises.

In this setup, three (3) different lights are used to better illuminate the subject's face, one (1) stand ring light to lit up the background and create a depth of field between the subject and the background, the essential backdrop, a wooden/steel chair stool and finally the camera.

Having that said, we require the school or university to provide our team a **closed, medium-sized room or classroom to setup our equipment, with proper ventilation and electricity.**

TEAM COMPOSITION

JAK Photography & Productions graduation portraiture team are composed of three (3) people; a photographer, assistant and a stylist.

Role	Responsibilities
Photographer	The photographer is responsible for setting up the studio, directing the students on what to do during the photoshoot, taking the graduation photo, editing, enhancing and managing the whole team.
Assistant	The assistant's duty is to assist the photographer and the stylist during the whole duration of the photoshoot and accommodate the students and their parent/guardian during, after and before their turn
Stylist	The stylist is in-charge in making sure that the student/faculty is picture perfect, the stylist can make changes to the subject's hair and makeup to best suit the subject.

For any concerns and inquiries, please don't hesitate to leave us a message at 0976-043-5424 and look for Kobie Oracion, or message us at my personal Facebook account;

https://www.facebook.com/kobie.oracion

Thank you for taking your time to read this letter, we hope to hear from you soon.

Kobie Oracion
JAK Photography & Productions