

# Halcyon Hills Photography

## Portrait Session Questionnaire

First Name

Last Name

Address

Phone - the best number to reach you

email

What is the best way to contact you - phone, email, etc.

What type of session are you planning on scheduling with us?

Children's names and ages that will be in the photo

How many adults will be photographed in your session?

How many total people will be photographed?

How many total pets will be photographed?

What are your preferred dates for the session?

What time of day do you prefer?

Will this be an indoor session, an outdoor session, or both?

If you have a specific location in mind for your session, please list it here.

If you don't have a location in mind, do you need help finding a place?

Yes

No

If you need help finding a place, please list any factors or preferences that are important.

How did you hear about Halcyon Hills Photography?

We often present our work in both black & white as well as color. Do you prefer one over the other?

Please list one fun fact about each person being photographed.

What things do you like to do together, what kinds of places do you like to go?

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**Display/Framing Design Questionnaire**

This is a simple process to help learn where and how you plan to display your photos and what type of framing might be best for you.

1. In what rooms are you thinking of displaying the portraits from your session (check all that apply)?

- Nursery
- Family Room
- Over the Mantel
- Den
- Dining Room
- Playroom
- Hallway
- Stairwell
- Master Bedroom
- Child's Room(s)
- Other

2. What is important to you in your images (check all that apply)?

- Art Piece
- Beautiful
- True to life
- Magazine style
- Specific expression
- Variety of expressions
- Capturing a relationship
- Makes you feel something
- Other

3. Do you prefer...

4. What are the colors in your home?

Family Room

Kitchen

Breakfast area

Hallway

Stairwell

Master Bedroom

Kid's rooms (list all)

Nursery (including accent colors)

5. What are your accent colors?

6. How important is it to you that your portraits and frames coordinate with your decor?

7. In what style is your home decorated, or in what style do you WANT it decorated?

8. Would you like us to design a grouping of framed portraits for specific rooms or hallways?

## **Session Information**

The on-location session fee is \$150 and covers the following:

1. Up to two hours of coverage on your session date for immediate family members only. Extended family members may be added at an additional cost of \$25 for each person after an initial group of 5.
2. Post-session custom image preparation with attention to each image.
3. A private online slideshow for you to view and share with friends and family
4. A personal ordering session that is booked within seven days of uploading the slideshow where you can once again review the slideshow and then we will help you in the process of choosing your prints and collections.
5. Once your order is placed we will upload your images to an online gallery that will be available for 10 days. This is where friends and family can go to purchase any additional prints.

In order to hold your session date, your session fee must be received within seven days of submitting this agreement. Your fee is non-refundable but the studio will gladly reschedule due to illness or other unforeseen circumstances; please notify us at least 48 hours before your session if you must reschedule. If the weather isn't agreeable on the day of the session, we will reschedule to another date. If there is a chance of rain in the forecast, we will notify you a day or two before the session.

Please note that the use of cameras (still and video) other than the photographer's is prohibited during your session.

Images will be available approximately 2 weeks after your session and will be presented to you in a private online slideshow that you are encouraged to share with friends and family. I will contact you before the slideshow goes live to schedule your ordering session. The ordering session must be scheduled within four days of the slideshow going live.

Once your order is complete, I will provide an online gallery with a password where additional purchases by friends and family can be made. This gallery will only be available for ten days. If you must delay ordering, we can archive all of your images for a \$50 weekly fee at your request (limit 3 months) until your order is placed.

One half payment of your portrait order is due at the ordering session. The other half will be due when your portraits are picked up or delivered to you. All portraits will be ready for you approximately two-five weeks after payment is received, depending on whether framing is also ordered. Ordered images are archived for one year while unordered images are archived four weeks after your session. All sales are final. We guarantee that the portraits you receive meet the highest standards in every respect and want you to be more than pleased with your images.

**Copyright issues for your images - in simple language...**

All images taken at your session will be copyrighted by Don Duncan and are protected by Federal Copyright Law. It is therefore unlawful to reproduce our work in any manner. Please respect Don's right to earn a living as well as the care and attention paid to each of your images by adhering to copyright laws. Moreover, as a professional, Don wishes to have control over the final look of his client's images. Scanned or reproduced images are both illegal and a degradation of the original image quality.

By checking the following box, you are stating that you have read and understood the information in this agreement.

I agree

Don would love to include his favorite images from your session in his portfolio. By agreeing to this model release, you grant Halcyon Hills Photography permission to use images from this session in Don's portfolio, website, marketing materials, magazine ads and displays. Although a model release is not required by South Carolina law, we request your permission to use our favorite images anonymously. Your name or contact information will never be released.

Yes. I would love to see the best images from my session selected for Don's portfolio.

I would prefer not to have any photos from my session in Don's portfolio.

Instead of a signature, please record the date below and type your email address again into the below box. This will serve to let us know that the information herein is true to the best of your knowledge, that the choices you have made represent your wishes and that you understand and agree to the terms of this agreement.

Date:

email