



**THORNTON
STUDIO
PHOTOGRAPHERS**

150 West 25TH Street, 1ST Floor, New York, NY 10001
 212.647.1966 outside NYC 1.800.833.9449
 fax 212.647.1651
 email thornton@thorntonstudio.com

Commencement Photography Contract

1. Thornton Studio will photograph each graduate at the Commencement Ceremony with his or her diploma case.

Thornton Studio will provide online image proofs to each graduate and provide a variety of packages for selection with no obligation to purchase.

2. Additionally, Thornton Studio will provide the following services at no cost to the institution:

Guarantee graduates and their parents satisfaction, or their money will be refunded

3. The School is to provide the names & addresses of the graduates on label and/or disc for prior to the Commencement Ceremony (for proof image mailing purposes only).

Name of School/College _____

Administrator's Signature _____ Print Name _____

Title _____

Street Address _____ APT _____

City _____ State _____ ZIP _____

E-mail _____ Telephone (_____) _____

Date and Time of Ceremony _____

Commencement Location _____

Contact Person at Commencement Ceremony _____

Cell/Mobile Number (_____) _____ E-mail _____

Approximate Number of Graduates Receiving Diploma _____

Thornton Studio: By _____ Print Name _____

Day _____ Date _____



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Photographing presentation for candidates of diplomas.

Procedure:

(Preceding the ceremony)

1. Forward details of ceremony by mail, letter or e-mail to Thornton Studio: thornton@thorntonstudio.com
2. Order sufficient camera cards (i.e. reading of name cards). Extra cards will be included with your order.
3. Please have graduates completed card prior to ceremony. Rehearsal is a good time to do this.
4. Please inform members of the Commencement Committee and Security of Thornton Studio's arrival to prevent any entry delay.

(The ceremony)

1. At one point during the presentation, the student will pause for the photographer. Please note that this steady pace does not lengthen this part of the ceremony. The photographer will photograph individuals as their names are called to keep the scheduled time.
2. The student will be photographed following the actual presentation of their diploma case.
3. Please make sure that the camera cards are kept in the order that the students receive their degrees. They will be returned to Thornton Studio directly after the ceremony.