

CITADEL PHOTOGRAPHY DEPARTMENT

Price List for Services 2008

The Citadel Photography Department is an auxiliary department that charges its clients for producing photographs. The revenue gained from these charges is used to fund the photography office's operation and is vitally important to our being able to deliver service to all departments in the College. In general, if you wish to use a photograph or hire us to produce a photograph, there will be a charge or charges involved. This price list applies to still photographic support of all Citadel events, projects and publications.

PHOTOGRAPHIC SERVICES

Assignment Fees

All photographic Assignments are charged by the hour. (1-hour minimum)

Monday-Friday 0830-1700 (Regular Workday Hours)	\$50.00 per hour.
Monday-Saturday 1700-0830 (Overtime Hours)	\$80.00 per hour.
Sunday Photography	\$160.00 per hour.

All photography assignments will be completed within 2 working days. However during some parts of the year, the time may be longer. Most assignments are usually completed within 24 hours. Requests for services must be made 4 days in advance. Photographic services are made on a first come first served basis. Priority being given to the Presidents Office, OEA, BofV and Athletics/SID.

College wide priorities that limit the availability of the College photographer, while regrettable, do occur, and sometimes with very little notice. If the staff photographer is unavailable, we have a contract photographer to meet the needs of your request. Should it become necessary to book the contract photographer, we will provide an estimate of her fees with as much notice as possible. We do have Cadet intern photographers, who can provide some photographic services at no charge.

OTHER CHARGES (in Addition to the hourly rate)

Location Set-up fee (off campus or special lighting)	\$25.00
Digital Image processing and posting	FREE
CD/DVD/DVD-DL	\$10 each
Contact Sheets or Photo Books	\$3.50 per page
Travel	All expenses
4x6 prints	\$1.00 each
5x7	\$5.00 each
8x10	\$10.00 each
11x14	\$29.00 each
16x20	\$125.00each
20x24	\$250.00 each
20x30 poster prints	\$55.00 each
Quantity Prints	call for pricing
Hard Bounded Photo Books	\$3.50 per page
4x6 Proof Books	\$45.00 each
Table Books	Call for Estimate

ADDITIONAL PHOTOGRAPHIC SERVICES

Passports (6-2x2 prints)	\$10.00
Military Portraits Digital Only (Packet, Promotion, Display and OEA)	FREE

FRAIMING SERVICES (Standard in stock frames/mats only) (picture extra)

5x7	\$10.00 each
8x10	\$10.00 each
11x14	\$20.00 each
16x20	\$35.00each
Classic Photographs Framed and Matted (for gifts)	Priced As Above

DIGITAL PHOTOGRAPHIC SERVICES

Archival Searches Digital or Analog Files	\$10.00 hour
Digital Downloads	\$1.00 each
Email Photos	\$1.00 each
Digital Manipulation	\$10.00 hour
Copy Work	\$1.00 per Image

FREE SERVICES

Currently we shoot for and provide images to legitimate, traditional media outlets, locally, nationally and internationally at no charge to the media. These requests are handled through the Office of External Communications. If you think you have a news worthy event and would like to see if it qualifies, please contact Charlene Gunnells at 843-953-2155 or Pat Lee 843-953-6779

We also make head and shoulders portraits of Military, faculty and staff for public relations or media use with no charge to take the photo. We will provide a 4x6, 300 dpi image to the faculty or staff person to use as they see fit. There is no usage fee for publishing these portraits on the web, in publications or newsletters. Prints are available at the prices quoted above.

Legal

All photographs produced by Citadel Photography Department are the property of The Citadel and are copyright protected. The photographs are archived within the Citadel Archives and Museum.

Images produced and provided to a client should not be shared with other parties. Secondary photo use requests should be made to the Photo Dept.

Stock photography for commercial use is subject to additional usage fees. Photos are purchased with one-time usage rights and are not transferable to other users.

All of our photographs, including assignment images, are made available to the Citadel community as stock images.