



Photography: Booking Guide

Custom photography is a powerful way to share moments with audiences, and inspire them to think, question and learn more about UBC. The following guidelines will help photography projects move along a smooth path and ensure that the final images capture that perfect shot.

PHOTOGRAPHER CONTACT INFORMATION

UBC's award-winning photographer, Paul Joseph, is available for work with all faculties and units on a fee-for-service basis. In the occasional case where the University Photographer is unavailable for a shoot, UBC Brand and Marketing has a list of preferred freelance photographers who will assist with your shoot.

The types of services that the University Photographer can provide include:

- Candid, on-brand photos (ex. group of students collaborating)
- Editorial photos (ex. researcher portrait for a website)
- Event photos (ex. graduation, speaker event, awards)
- Faculty and staff headshots
- Campus and architectural photos

To book a photography shoot, or to find out more information, please contact:

Paul Joseph

University Photographer
604 822 4775
paul.h.joseph@ubc.ca

TIMING FACTORS: BOOKING THE PHOTOGRAPHER

The University Photographer books photo shoots on a first-come-first-serve basis. If you have an important photography requirement coming up, please book as far in advance as possible.

If you are unsure of a subject's schedule, you can ask for hold times until you can confirm a shoot. Please note that there may be limits placed on holds, dependent on the photographer's schedule.

Please mention travel needs or other considerations that may affect the shoot schedule at the time of the booking.

TIMING FACTORS: TURNAROUND TIME FOR FINAL FILES

The time between a shoot and when you'll receive final files is typically between 7-10 days, dependent on the number of final images and the photographer's schedule.

If you require files before this standard timeline, please alert the photographer at the time of booking.

Please note that instant turnaround is not possible. It often takes several hours for images to be transferred from a professional camera and converted to a final file. The University Photographer can provide final files within a 24 hour time frame, but this is an additional cost service (see next page for details). If you are requiring instant turnaround for social media purposes, it may be more efficient to have another staff member take pictures with a phone to immediately post online.

PHOTOGRAPHY RATES FOR 2019

The following rates are for standard photography needs. The standard photo shoot costs are based on the number of hours required for a shoot, and include basic photo editing and file preparation.

All usage rights to the photos are also covered in these costs. (Please note that usage rights are not a standard deliverable for most photographers. If hiring outside of UBC, please ensure that you discuss usage rates with the photographer.)

If you have an unusual need, please discuss this need at the time of the booking to ensure an accurate estimate is created.

Standard photo shoot costs:

Weekday daytime photography \$275/hour
(1 hour minimum)

Weekend or evening photography +\$50/session
(1 hour minimum)

Half-day weekday shoot (4 hours) \$1,040

Full-day weekday shoot (7 hours) \$1,600

Additional/optional costs:

Travel for a shoot off-campus +\$65/hour
(1 hour minimum)

Headshot costs +\$20/person

Extensive photo retouching +\$100/hour

Rush processing (under 48 hours) +50%

Super rush processing (under 24 hours) +100%

Expenses for parking, flights etc. At cost

Custom quotes can be provided for any project that falls outside of the standard photo shoot services.

TIPS FOR PLANNING A PHOTO SHOOT

- Give the photographer as much detail about your needs as possible, including details about subject matter, location, timeline, audience, tone, and final usage. If the shoot is off-campus, please also provide travel details.
- If possible, set aside time in your schedule to be at the photo shoot to provide any needed direction.
- Contact the people who will be in the photos to tell them about the purpose of the photo shoot and what they can expect on the day of. Provide your contact information in case they have any concerns or can't attend the shoot. Ask if they have any photography concerns, and relay these to the photographer.
- If planning headshots for a large number of people, please schedule for at least 10 minutes per person. Ask people to be at the shoot 5-10 minutes in advance of their scheduled time, and have them be prepared to spend at least an additional 5-10 minutes afterwards in case of a backlog.
- Scout the location at the same time of day you will be shooting to determine overall look, lighting and how busy the area might be. Ensure that the location is accessibility-friendly and near washrooms. Also check the [UBC Events](#) calendar to see if there are going to be any events occurring in the location you are shooting in. Have a 'Plan B' for weather or unforeseen events.
- If you need props in the photo, please discuss feasibility with photographer ahead of time.
- If needed, organize transportation for subjects, photographer, props and/or equipment.
- If you need special permissions to shoot on campus, please contact:
Arlene Chan, Events & Film Liaison
arlene.chan@ubc.ca
604 822 6555

TIPS FOR THE DAY OF THE PHOTO SHOOT

- If there are any sensitivities related to the photo shoot, communicate these to the photographer as soon as possible.
- If possible, attend the photo shoot to be a point of contact with the photography subjects, and to ensure that the types of shots that the photographer is taking meet your needs.
- The University Photographer will have [consent for use of image forms](#) for subjects to sign, but you may want to bring extras just in case. UBC requires permissions from photo subjects before publishing their image. Subjects under 18 years of age must have adult consent.
- If the shoot is for a large event, ensure that there are signs around the event notifying attendees of the photographer. Give attendees a contact point in case they do not want their image used.
- During the shoot, stay near the photographer in case they want to check an image style with you or if they need assistance with an unexpected occurrence. If the shoot is during an event, provide the photographer with the best way to contact you in the event of a problem.

PHOTOGRAPHY RIGHTS

The recipients of the photos will receive full usage rights, meaning that they can use the photos in any promotional materials at any time.

UBC maintains copyright of all images, meaning that others can not claim the photos as their own work or try to sell the photos for compensation.

If you are using the images outside of UBC, please credit the photographer and UBC where applicable.

OTHER CONSIDERATIONS

- Clothing: Photo subjects are encouraged to wear what they feel best represents who they are. However, they should be made aware that white clothing, black clothing, and pinstripes or other small patterns do not photograph well and may lead to disappointing pictures. Solid-coloured clothing in mid-tone or neutral colours provide more successful results.
- Other brands: Clothing or props with large, non-UBC logos should be avoided, as the photographer may be required to edit out logos, especially those that may pose a conflict of interest issue for UBC. If you would like a logo to stay in an image, please ensure that the company it represents does not pose any conflicts of interest to any part of the university, including athletics and alumni.
- Photo retouching: The University Photographer can provide retouching to images, and often provides a very light retouching on items like stray hairs. If a photo subject does not want any retouching, or if they have a specific retouching request, please convey this to the photographer.
- UBC Flickr: The Brand & Marketing department hosts a [Flickr library](#) of images that are available for use to all units and faculties. If you would like to share your images with the UBC community for their use, please discuss this with the University Photographer.

QUESTIONS

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