

SCOPE OF WORK / FEE STRUCTURE



Business / Client Name	Penleigh Essendon Grammar
Contact Details	Jennifer Adams Jennifer.Adams@pegs.vic.edu.au
Business overview	Penleigh and Essendon Grammar School is a leading Melbourne private school for more than 2,800 girls and boys. The school offers an enriching education from Kindergarten to VCE. Our single-gender and co-educational learning environments balance the support of small sections with the resources and opportunities of a large school.

PROJECT OVERVIEW	Deliverables	
	<p>1. A “hero” video of around 3 minutes, introduced and narrated, in part or fully, by the Principal, which will serve as an overview of life and learning across the entire school.</p> <p>2. Six section videos (no more than 2 minutes), introduced and narrated by the Section Head which will serve as an overview of life and learning at their section:</p> <p>3. A collection of “snippet” style videos which can be used for social media. These are likely to drill down to focus on individual areas of interest (music, for example) whereas the hero and section videos will capture more top-level information.</p>	
Project Cost	Inclusive of	\$12,475 + GST
	<ul style="list-style-type: none"> - <i>All on site filming</i> - <i>Recording of audio for voice over / dialogue</i> - <i>Edit and Supply of final approved content as outlined above.</i> - <i>Primary videographer + one assistant.</i> - <i>Travel</i> 	

PROJECT BREAKDOWN		
Preproduction	<i>Liaise with Jennifer and other relevant staff to assist in the development of a shoot schedule and specifics of the shoot in accordance with agreed style and creative vision / visual aesthetic.</i>	\$500 + GST
On Site Filming - Interviews	<i>Two full days on site to film and record staff interviews / dialogue (7 in total)</i>	\$1850 + GST
On Site Filming - B-roll	<i>Five full days on site across all campuses to capture footage of staff, students programs and facilities.</i>	\$4625 + GST
Editing	<p><i>Allowance for</i></p> <ul style="list-style-type: none"> - <i>2 full Edit Days for 'Hero Video'</i> - <i>1 x Full Edit Day for each section video</i> - <i>Half Day Edit for each of - Up to 6 'Snippet' Videos</i> - <i>Inclusion of text in accordance with agreed aesthetic. This includes title design, use of school logo(s) etc.</i> - <i>Supply rough cut and revisions based on feedback</i> - <i>Licensed Music for use in all videos.</i> 	\$5500 + GST
NOTES	<ul style="list-style-type: none"> ● Deposit <i>In acceptance of this proposal, a deposit of 30% will payable to confirm the booking</i> ● Works Completed outside of this scope <i>In the event that additional / variations to works listed are requested these will be invoiced as additional works at a rate of \$100p/h.</i> ● <i>For the purpose of this project, 'Full Day' on site refers to regular school operating hours ie 8:30am - 4pm. Additional charges may apply if filming is required outside of these hours.</i> 	

ROSENEATH CREATIVE

Terms & Conditions

It is agreed that the following terms set out the total agreement made between the parties and that no variation or modification of this contract shall be effective unless agreed by both parties in writing.

Booking Fee

The Booking fee of 30% secures the date, time and services of Roseneath Creative and is non-refundable or transferable.

Prices

All prices stated are subject to the discretion of Roseneath Creative and take into account

- Preproduction, Production, Post production, and Correspondence.

Direct deposit payments are accepted and are preferred. Banking details will be provided to the client on the invoice.

Payments

Initial payment of 30% is payable on commencement of the project.

The remaining balance is to be paid in full prior to supply of final content

The following applies unless alternative payment terms are agreed upon in the scope of works / fee schedule.

Following payment of the 30% booking fee, the balance of payment is due prior to the delivery of approved edited content.

Cancellation

The Client may cancel this contract at any time by giving written notice to Roseneath Creative but in doing so shall forfeit any monies paid.

Cancellation less than 7 days before a scheduled shoot date will result in payment of 50% of the contract amount.

Cancellation less than 48 hrs before a scheduled shoot date will result in payment in full of the contract amount.

All cancellations must be in writing.

Ownership

The raw footage is not provided to The Client unless agreed otherwise in writing. The Premiere Pro timelines, After Effects, Photoshop, Final Cut, Audition are Roseneath Creative's intellectual property and are not supplied. The Raw Footage, video files, audio files and edited video files including all copyright remain the property of Roseneath Creative until full payment is made for the Services. Where Services remain unpaid or in the event that a final agreed payment is not made, Roseneath Creative reserves the right to withhold all recordings and finished works and use all or portions of the recordings and finished works for display, promotional or commercial purposes. Copyright in all video, images, audio, lyrics or musical composition included or recorded in the edited video or recorded by equipment used by Roseneath Creative will remain the property of the author or legal entity owning the copyright.

If the Client requires any Raw Footage to be provided, the Client must pay Roseneath Creative an additional fee.

Film

Roseneath Creative will record video footage at a frame rate deemed most suitable for the given project. It is the responsibility of the client to make clear in writing if a particular frame rate is required.

Roseneath Creative will provide a pleasing colour balance but cannot guarantee exact colour matching owing to anomalous reflectance caused by a combination of certain dyes and materials especially man-made fibers. It is sometimes impossible to record on film or digitally the exact colour as seen by the human eye.

Model Release & Copyright

This contract serves as a model release giving Roseneath Creative the irrevocable right to use the photographs and video content in all forms and in all media and in all manners, without any restriction as to changes or alterations, for the sole purpose of promoting Roseneath Creative.

All digital content captured and produced by Roseneath Creative remain the property of the Roseneath Creative. The client hereby waives any claims for ownership, income, editorial control.

If in the possession of a purchased high-resolution digital file, Roseneath Creative grants the Client the right to reproduce the images provided for their personal use only and does not allow the photos to be altered, sold or published. Client further agrees not to supply images to any professional third parties, without permission from Roseneath Creative which shall not be unreasonably withheld.

Delivery Times

Roseneath Creative will provide an estimated delivery date to the client. Factors for determining delivery time include: project complexity, production hours required, approval viewing, and revisions.

Delivery times shall be agreed upon by the client and Roseneath Creative and documented in the final scope of works.

It is the Client's responsibility to keep several copies of any CDs/DVDs or digital media in more than one location and back the content up on another format such as a hard drive or cloud storage.

Artistic Licence

The Client acknowledges and agrees that editing finished works may include elements of artistic expression and interpretation. Roseneath Creative reserves the right to use 'Artistic Licence' in any commissioned works that require editing or the production of finished works. The re-editing of commissioned works is offered as an optional extra by prior arrangement. A quotation for re-editing will be provided by Roseneath Creative on request.

POST PRODUCTION AMENDMENTS

Two (2) rounds of edit amendments applies. Roseneath will provide the Client with 'version one (1)' of an initial edited video file. The Client must notify Roseneath Creative of all proposed changes within fourteen (14) days of receipt of the draft copy, constituting 'round one (1)' of amendments. Once the proposed changes have been made, Roseneath Creative will provide

the Client with the 'version two (2)'. The Client must notify Roseneath Creative of all proposed changes within fourteen (14) days of receipt of the draft copy, constituting 'round two (2)' of amendments. Once the proposed changes have been made, Roseneath Creative will provide the Client with the final version in the agreed format, or the 'version three (3)', which follows the same procedure as previous rounds. Additional rounds of amendments will be charged at our applicable post production hourly rate and added to the final invoice. Please be aware each round of amendments (even for a short sequence) takes a considerable amount of time to check, render & upload for review. It is recommended to avoid drip-feeding amendments throughout the process as this will increase the number of amendment rounds required.

FAILURE OF EQUIPMENT OR ILLNESS OF ROSENEATH CREATIVE EMPLOYEES AND CONTRACTORS

Whilst all reasonable care and preparation is taken for videography and editing, Roseneath Creative will not be liable for any compensation except for return of any Deposit paid, should a failure occur in all or any of the electronic equipment used or due to illness of the operators or person(s) employed or engaged by Roseneath Creative or because of an unforeseen event or any dispute regarding the ownership of recorded materials

SUB-CONTRACTING

Roseneath Creative reserves the right to sub-contract any Services that Roseneath Creative has agreed to perform for the Client as it sees fit.

RIGHT OF REFUSAL OR TERMINATION

Roseneath Creative reserves the right to terminate the provision of Services, if:

- 1 the videographer, or any person(s) employed or contracted by Roseneath Creative is placed in a position where there is an actual or apparent risk of injury; or
- 2 there is a risk that any of the equipment used may be damaged.

If Roseneath Creative terminates the provision of Services then any Deposit paid by the Customer is non-refundable.

Roseneath Creative may seek compensation from the Client for any loss or damage suffered.

Display

Roseneath Creative may use any images included in this contract in their studio, web site, portfolio, literature, display areas, exhibitions, competitions, advertising, slide shows or commercially.

Force majeure or Act of God

If Roseneath Creative cannot carry out an obligation under the Contract either in whole or in part because of anything outside its reasonable control, including without limitation, fire, flood, storm, earthquake, explosion, accident, road or rail closures, rail derailment, wharf delays, war, terrorism, sabotage, epidemic, quarantine restriction, labour dispute or shortage, act or omission of any third person or public authority, then DVE's obligations under the Contract will be suspended for the duration of the event or waived to the extent applicable

Attendance

In the unlikely event of Roseneath Creative not being unable to attend the scheduled shoot/event due to unforeseen circumstances, we reserve the right to appoint another contractor to attend on our behalf to undertake the works as set out in the scop to his / her best ability.

If you agree to the stated scope, fee structure and terms. Please sign below and return at your earliest convenience.

Name _____ Date _____

Signature