



PORTRAIT APPOINTMENT OPTIONS *for Use on Photo Composites*

Meet the BioCom photography staff



Darcie Elliott
Photographer



Mitchell Masilun
Photographer

Portrait sittings in the UAHS BioCommunications photo studio are by appointment only. **Contact BioCom by sending an email to our service desk at com-biocom-ops@email.arizona.edu with your appointment request. A photographer will get back to you to get you and schedule your appointment(s).** You can choose to book a **block of time** when there are multiple individuals from a department, class or specialty who are to appear in a photo composite, or you can book time for an **individual appointment**. See details below. **You must provide the list of names of individuals to have their portraits taken at least 5 days prior to the appointment to the BioCom service desk.** Please send list as a Word .doc with names and titles exactly as you wish them to appear (Caps and lower case, all CAPS, with or without professional degrees). The photographer will use this to track all those who attend and he will let the photo composite coordinator know who was a no-show so that you can coordinate an additional appointment. **Appointments that do NOT have a Composite Request Form submitted will be assumed cancelled.**

Block of Time Appointments

This money saving option is for departments needing to schedule large groups of individuals photographed for their composite studio portraits. Rather than scheduling an individual portrait sitting, block(s) of studio time can be set up to quickly accommodate and photograph all the individuals in your group. Sessions set up this way are billed on a per person basis (\$10/person*), therefore requiring a minimum of at least 6 people (average) per one hour block (though we can generally image 10-15 people per hour). In order to expedite the process, generally only 2-3 exposures are taken of each individual, from which BioCom will choose the most pleasing view to be used in your composite. For large groups (>15), multiple blocks of time, or appointments longer than one hour, can be set up on different days to help accommodate your group's different schedules. *Photos are archived at BioCom under the composite coordinators name and service request number for future retrieval.*

Reshoots: In the event that someone in your group cannot make any of the scheduled 'block(s)' of time allotted, individual portrait reshoots can be scheduled based on our studio availability. These individual sittings will be billed as an individual portrait sitting, NOT the \$10 group rate. Persons requesting a reshoot for vanity issues (e.g. had a bad hair day?), may also request an appointment for a reshoot, also billed at our individual portrait sitting rate. Due to the added costs, these reshoots must be approved by the composite coordinator! Depending on how many, and/or when the reshoots can be scheduled, please be aware this may cause a delay in the final output of your composite.

Individual Appointment

When it is not convenient to book a block of time or you have a small group, individual appointments can be scheduled. The portrait sitting is \$41* and the individual will be photographed in 8-10 poses. Directly after the session, the subject will select their photo(s) via the computer in the studio. *Photos are archived at BioCom under the individuals name and service request number for future retrieval.*

**Post processing time to prepare the photo for compositing, printing or electronic display is billed separately at \$62/hour.*



PHOTO COMPOSITE REQUEST FORM

ORDERING A PHOTO COMPOSITE IS **EASY AS 1-2-3!**

- 1** Contact a **BioCommunications photographer** to schedule an appointment for portraits to be taken. **See Portrait Appt Options.pdf for contact information and more details.**
- 2** Complete **this Photo Composite Request Form** and submit to the BioCom service desk to initiate a service request. The **form and a complete list of names of individuals to have their portraits taken must be returned to the BioCom service desk at least 5 days prior to appointment.** Please send list as a Word .doc with names and titles exactly as you wish them to appear (Caps and lower case, all CAPS, with or without professional degrees).
- 3** If you are **updating an existing photo composite**, please mark changes on the previous years photo composite and provide to the graphic designer. If this is a **new composite**, please contact graphic designer to discuss your needs. All names and titles for composites should be provided electronically.

Questions? Call 626-7343

Today's Date: _____ Photo appointment dates(s) _____

Department Composite Coordinator _____ Previous Year Coordinator _____

Phone _____ Pager _____ Email _____

Account number for billing _____

Department of _____ Year: _____ - _____

Banner – UMC Tucson Banner – UMC South

College of _____, Class of _____

PHOTO

How many people are to be photographed? _____ Specify dress: Business Attire White Coat Both
PLEASE PROVIDE COMPLETE LIST OF NAMES TO BIOCUM SERVICE DESK AT LEAST 5 DAYS PRIOR TO DAY OF PHOTO APPOINTMENT.

Your final photo composite should be Color B/W

NOTE: All portraits will be saved as color .jpgs, burned to a CD and provided to you.

GRAPHICS

- What is the final product?
- Hi-res .pdf
 - Prints; Specify quantity: _____
 - on card stock
 - on glossy text stock
 - poster print; Size: _____
 - other: _____



For composites with up to 40 portraits, please allow 10 working days from date of portrait shoot to date of layout for review. **For composites with greater than 40 portraits**, please allow 20 working days from date of portrait shoot to date of layout for review. Additional 5-7 working days for printing of composite.

DUE DATE for finished composite? _____