

Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF  
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY

41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: [www.kenton.kyschools.us](http://www.kenton.kyschools.us)

Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

April 18, 2018

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Scott High School Contract with Creative Capture as 2019 prom photographer.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the Board.

**HISTORY/BACKGROUND:**

A photographer is hired each year to take student photos at prom. W-9 on file at Scott High School.

**FISCAL/BUDGETARY IMPACT:**

Students will purchase photos directly from Creative Capture.

**RECOMMENDATION:**

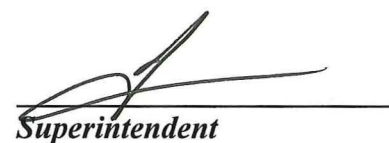
Approval to contract with Creative Capture for prom 2019 photographer.

**CONTACT PERSON:**

Megan Snow, 2020 Class Advisor

  
Principal

  
District Administrator

  
Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

**Kenton County Board of Education**

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn  
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."



*Creative Capture*

## PROM PHOTOGRAPHY AND PHOTO BOOTH CONTRACT

School:	Scott High School
Booking Client:	Megan Snow
Address:	5400 Old Taylor Mill Rd.
	Taylor Mill, KY 41015
Phone:	(859) 866-7300
Email:	Megan.snow@kenton.kyschools.us
Date & Time of Prom:	May 4th, 2019 Time TBD
Prom Location & Address:	Paul Brown Stadium
	1 Paul Brown Stadium
	Cincinnati, OH 45202

### Products available to your students.

<input type="checkbox"/>	PACKAGE A		\$17
	(2) 5 X 7		
<input type="checkbox"/>	PACKAGE B		\$23
	(2) 5 X 7	(8) WALLETS	
<input type="checkbox"/>	PACKAGE C		\$32
	(2) 8 X 10	(8) WALLETS	
<input type="checkbox"/>	PACKAGE D		\$37
	(2) 5 X 7	(24) WALLETS	
<input type="checkbox"/>	PACKAGE E		\$42
	(2) 8 X 10	(16) WALLETS	
<input type="checkbox"/>	PACKAGE F		\$50
	(2) 8 X 10	(2) 5 X 7	(16) WALLETS
<input type="checkbox"/>	PACKAGE G		\$17
	(8) WALLETS		
<input type="checkbox"/>	PACKAGE H		\$22
	(16) WALLETS		
<input type="checkbox"/>	GROUP PICTURES (MINIMUM 3)		\$7 PER PERSON
	(1) 5 X 7	(4) WALLETS	
<input type="checkbox"/>	COUPLE PACKAGE A		\$58
	(2) 5 X 7- BOY SINGLE	(2) 5 X 7- GIRL SINGLE	
	(2) 5 X 7- COUPLE	(24) WALLETS- COUPLE	
<input type="checkbox"/>	COUPLE PACKAGE B		\$68
	(2) 5 X 7- BOY SINGLE	(2) 5 X 7- GIRL SINGLE	
	(2) 8 X 10- COUPLE	(24) WALLETS- COUPLE	
<input type="checkbox"/>	COUPLE PACKAGE C		\$78
	(2) 8 X 10- BOY SINGLE	(8) WALLETS- BOY SINGLE	
	(2) 8 X 10- GIRL SINGLE	(8) WALLETS- GIRL SINGLE	
	(2) 8 X 10- COUPLE	(24) WALLETS- COUPLE	

**All pictures will be delivered to the school.** Creative Capture will deliver all pictures to the school, within 3 weeks. Pictures will be separated by student's name, inside individual envelopes with labels. The school may either make an announcement for students to meet a representative at a certain time and location to pick up packages, or the school may sort and deliver packages on their own.

**Required from the school**

- ☐ A PHOTO BOOTH SPACE AT THE PROM. THE AREA WILL NEED TO BE 10X10X10 FOOT. THE SPACE WILL REQUIRE ELECTRICAL ACCESS. CC WILL BRING EXTENSION CORDS, BUT DUE TO TRIP HAZARDS, ELECTRICITY WILL NEED TO BE IN CLOSE PROXIMITY.
- ☐ AN AREA TO TAKE FORMAL PICTURES. WE ASK FOR ANOTHER 10X10X10 FOOT SPACE TO SET UP BACKDROPS AND TABLES. ELECTRICITY WILL ALSO BE NEEDED FOR THIS AREA.
- ☐ WE REQUIRE EXCLUSIVITY IN THE FORMAL PICTURE TAKING AND DISTRIBUTION AT THE PROM. NO OTHER PROFESSIONAL SERVICES WILL BE CONTRACTED TO TAKE FORMAL PICTURES AT THE PROM. WE ALSO REQUIRE THAT THE SCHOOL HANDOUT ORDER FORMS TO STUDENTS WHEN PURCHASING TICKETS. WE WILL DELIVER THE ORDER FORMS TO THE SCHOOL 2 MONTHS BEFORE THE PROM.

**CREATIVE CAPTURE PROMISES TO UPHOLD A PROFESSIONAL IMAGE. DRESS WILL BE APPROPRIATE FOR YOUR PROM. CUSTOMERS WILL BE TREATED WITH RESPECT. CREATIVE CAPTURE ALSO PROMISES THE FOLLOWING TO THE STUDIO:**

- ☐ THE SCHOOL WILL RECEIVE A FREE 2 HOUR SESSION OF OUR STATE OF THE ART PHOTO BOOTH. THIS HAS UNLIMITED PRINTS AND ALSO ALLOWS THE STUDENTS TO TEXT, EMAIL, AND AIRDROP THE PICTURES & GIFS CREATED DURING THIS SESSION.
- ☐ CREATIVE CAPTURE AGREES TO DEAL WITH ALL CUSTOMER COMPLAINTS ABOUT PICTURES.
- ☐ CREATIVE CAPTURE AGREES TO COMPLETE THE WORK IN A TIMELY MANNER. DISTRIBUTION OF PICTURES WILL BEGIN WITHIN 3 WEEKS.
- ☐ CREATIVE CAPTURE WILL ALSO KEEP A COPY OF YOUR PICTURES THAT CUSTOMERS CAN ORDER FOR 1 YEAR.

I hereby state that I have personally viewed examples of Creative Capture's prior work and therefore approve of and agree to abide by Creative Capture's creative decisions, in the picture taking and editing process. I understand that my pictures may be used in any marketing that Creative Capture sees appropriate. I have also read the terms on the second page of this agreement and accept the conditions as listed.

Client's Signature \_\_\_\_\_  
  
Creative Capture's Signature Laura Martin  
Digitally signed by Laura Martin  
DN: cn=Laura Martin, o=Creative Capture,  
ou=email@creative.capture.765@gmail.com,  
c=US  
Date: 2018.04.17 17:42:31 -0500

Date \_\_\_\_\_  
  
Date April 17th, 2018