



White Glove Job Request Form- GRADUATIONS

Spring Job Request deadline April 15th, 2020
(Services may not be available after this date & late fees may apply)



White Glove Job Request - Graduation Event

Business Name: _____ CCS Account #: _____

Event Name: _____ Event Date: _____ Event/Order #: _____

Contact name (in your office) for this event: _____ (this is where all communication for this event will be directed)

Contact email address: _____ Contact number: _____

Event Name (as it should appear online): _____

Event City: _____ Event State: _____ Event Zip: _____

Estimated # of graduates: _____ # of images that will be taken of each graduate: _____

CEREMONY DETAILS:

Which poses will you take of each graduate? Handshake/Diploma Portrait Close up Hooding Other: _____
 Single Line Ceremony (one line of graduates crossing the stage in one direction)
 Double Line Ceremony (two lines of graduates crossing the stage in two different directions)
 Other: _____

Will you be shooting friends & family images? Circle: Yes or No Will you be shooting Overview images? Circle: Yes or No
Will you be shooting PR images? Circle: Yes or No Will you be shooting Group images? Circle: Yes or No

Will you be shooting green screen? Circle: Yes or No
If shooting green screen, do you want backgrounds pre-rendered? Circle: Yes or No
If you want pre-rendered backgrounds how many backgrounds will you be sending: 1 2 3 4 5 6 _____
Note: Backgrounds must be the same aspect ratio/size as the images being taken

OFFER: _____ Use the CCS Graduation default offer (suggested)
_____ Use an existing approved custom offer: Offer Name (as it appears in CORE): _____
_____ Request a custom offer be created (add'l fees apply. Subject to availability. Must give min. 4 wks notice.)

NAME CALLER CARDS: _____ I will use CCS' suggested reader/name card design
_____ I will be ordering reader/name cards for this event from CCS
_____ I will be printing the suggested CCS reader/name cards myself (layout posted on candidnet.candid.com)
_____ I will use an existing approved custom reader card. (Must be approved and set-up in advance)

DATA ENTRY: _____ Scanned reader cards/grad name list will be UPLOADED with images (Preferred method)
_____ Reader cards or grad name list will be SHIPPED to CCS for data entry (Add'l fees apply)
_____ Graduate names and data will be entered in EXCEL and emailed to CCS

PRODUCT OFFER & TITLE/CAPTION INFORMATION (PRINT/PRODUCTS):

Title Line 1: _____ (max 32 characters) (Ex: Clinton High School)

Title Line 2: _____ (max 32 characters) (Ex: Commencement Ceremony)

Title Line 3: _____ (max 32 characters) (Ex: 2018 – 2019)

Left Crest/Logo Name & #: _____ Right Crest/Logo Name & #: _____

Include my business logo on print products: Y or N

Include Ship board with all order: Y or N

When will job be sent to CCS?

IMAGES: (select one) Will be uploaded via ftp or Will be shipped (\$25 addt'l fee)

Date images will be uploaded or shipped: _____ Time Images will be uploaded or shipped: _____

Time zone for above information: _____

If shipping: We suggest using FedEx overnight

Shipping provider (if applicable): _____ Tracking Number (if applicable): _____

Expected Delivery Date: _____ Expected Delivery Time: ___Priority (ETA 10:30AM) ___Standard (ETA 3:00PM)

(Please email shipping details & tracking # to whiteglove@candid.com)

NAME CALLER CARDS/GRAD LIST, PROGRAM, AUDIO FILE: (select one) Will be uploaded or Will be shipped (\$25 addt'l fee)

Date Cards/List uploaded: _____ Time Cards/List will be uploaded: _____

If shipping: We suggest using FedEx overnight

Shipping provider (If applicable): _____ Tracking Number (If applicable): _____

Expected Arrival Date: _____

Expected Arrival Time: ___Priority (ETA 10:30AM) ___Standard (ETA 3:00PM)

(Please email shipping details & tracking # to whiteglove@candid.com)

***All Graduation events will have an email campaign activated, paper proofs printed & mailed unless another option is noted. The default will be used if no other selection is made.**

EMAILS: ___ Use CCS Default Email Campaign
___ Use my custom Email Campaign. Name as listed in CORE: _____
___ Request custom email campaign creation (addt'l fees apply. Subject to availability. Must give min. 4 wks notice.)

PROOFS: ___ Use the CCS Default proof template for mailing after the ceremony (I understand proofs are addt'l cost)
___ Use a pre-existing approved custom proof template for mailing after the ceremony. Name (in CORE): _____
___ Request custom proof creation (addt'l fees apply. Subject to availability. Must give min. 4 wks notice.)
___ Print and mail proof POST CARDS (use default)
___ Print Proofs only for customers without email addresses
___ Do NOT print any proofs/postcards for this graduation event. (NOT advised by CCS unless you will do in-office)

RETURN MAIL: ___ Proofs are to be stuffed with the standard, blank return envelope.
___ Proofs are to be stuffed with a return envelope customized with business name.
___ Proofs are to be returned to photographer & the photographer will mail the proofs to customers

Terms and Conditions: All forms, reader/name cards, spreadsheets, audio and images must be submitted within the guidelines laid out in our How-To guide. CCS is not responsible for lost sales due to delays from incorrectly submitted images, data or requests. By submitting the form, you are accepting CCS' terms and agree to follow the instructions in the How To document. By using any derivation of the White Glove service, you are agreeing that Candid Color Systems (lab) is not liable to you or any third party for any incidental or consequential damages (including without limitation, indirect, special, punitive, or exemplary damages for loss of business, loss of profits, business interruption, or loss of business information) arising out of the use or inability to use the order and data entry service, the online ordering, email campaigns, mailed proofs or for any claim by any other party, even if the lab has been advised of the possibility of such damages. The lab's ability with respect to its obligations under this agreement or otherwise with respect to the service or otherwise shall not exceed the amount of the fee paid for by you for the service. NOTE: The customer service option that is selected on your account will be used for this job.

DATE: _____

PRINT NAME: _____

SIGNATURE: _____