

CUS VISUAL MEDIA 2025/26

TERMS AND CONDITIONS¹ - PLEASE READ

[Why does CUSVM have a T&C?]

CUS Visual Media is a **free**² service run by **student volunteers**. They are *not* being paid for their time. Like yourself, they have assignments, exams, and other responsibilities.

For an 8 hour conference downtown, a photographer may spend an additional 2 hours commuting and 6+ hours going through thousands of photos, editing, and uploading them for delivery. That can total to about **16+ hours** of *voluntary* work for our photographers, so please treat them respectfully.

P.S. for large events - you are *strongly encouraged* to provide a meal, snacks, and goodie bags to photographers as a sign of gratitude.

[Delivery Info]

Photography:

- 6000x4000 JPG photos with CUSVM's watermark.
- A shareable Google Drive folder will be sent to the point of contact.
 - This folder will typically contain two folders:
 - "Selects" folder containing the best photos from the event.
 - "All" folder containing all the photos that were edited.

Turnaround:

- Short events: **7 business days**
 - Headshots, team photos: **8-14 days**
 - Longer events (flagship events, conferences): **8-14 days**
 - Events that take place during midterm/exam season: **8-14 days**
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[Photographer Specific]

- Photographers are under no obligation to fulfill event requests made at short notice.

- Mistreatment of photographers will lead to the offending club/service being **blacklisted** from requesting CUSVM services for the remainder of the year.

Mistreatment includes but is not limited to:

- Forcing photographers to stay past the agreed-upon time.
- Preventing photographers from eating/taking breaks during long shifts.
- Harassing our photographers directly for status updates, faster editing times, etc.
 - Please direct any questions to the **CUSVM email**. Photographers are *not* responsible for handling requests and deliverables.

[Event Specific]

- CUSVM reserves the right to reject any booking.
- CUSVM has no obligation to fulfill a booking request made within 7 days before the event.
 - The earlier you submit a request, the more time we have to find you a photographer.

[Photo Specific]

- When posting our photos, clubs/services **must** credit @cusvm in the description and tag @cusvm (so we can repost your photos).
 - Clubs and services are kindly encouraged to credit the specific photographers by name in the captions.
- CUSVM owns the copyright to all photos captured by CUSVM.
- CUSVM will *not* provide any unedited/raw photos to any club or service.
- CUSVM has final say over the use of all photos.

[Photo Booth Specific]

- CUSVM now offers photo booth services for select events.

Turnaround:

- Printed photo booth photos will be distributed during the event. Digital copies will be shared within 1 week after the event.
- CUSVM is under no obligation to fulfill photo booth requests made within 2 weeks of the event.
 - The earlier you submit a request, the more time we have to find you a photo booth team

Event Requirements:

- Event organizers must provide all props and the template design at least 5 days before the event. Templates must include a CUSVM credit or logo.
- Organizers are responsible for ensuring there is adequate, dedicated space for photo booth setup.
- Photo booth setup requires additional time. Event organizers must provide CUSVM with access to the venue at least 1 hour before the scheduled photobooth start time to allow for setup.
- Photo booth services are limited to a maximum duration of 2 hours per event.
- Event organizers must designate a club member to assist with line management during the photo booth to ensure a smooth and efficient process.

[Equipment Specific]

- Under **NO** circumstance will CUSVM lend any of our equipment for liability reasons.
- Anyone who handles CUSVM equipment without written consent and BREAKS said equipment will be charged for the full price for its repair or replacement.
- If your location is not well-lit, please understand that your photos/videos will turn out grainy.

¹ Terms and conditions are subject to change without notice.

² Our services are free for CUS-affiliated clubs and services.