

Annexure 3: Specifications

(to Graduation Photographic Services Agreement)

The Graduation Photographer shall be obliged to render the following services at all graduation ceremonies.

STAGE PHOTOGRAPHS

- Graduation Photographer has to take at least three (3) photographs of each graduands on stage regardless whether graduands has requested or not;
- Have sufficient equipment readily available for each ceremonies in order to render the service on a continual basis, even in the event of unforeseen circumstances;
- Professional Graduation Photographs should be taken during the ceremonies without any disturbance; Sample(s) of every photograph taken at the graduation ceremony to each graduands should be send at no cost, except
- In circumstances where graduands have indicated that they would collect from the service provider.

SPECIAL PHOTOS

- The Graduation Photographer will be required to take photos of each honorary award (honorary degree, honorary medal, chancellors and/or council medallion. Cost shall be between the photographer and the client.

GROUP PHOTOGRAPHS

- Graduation Photographic service provider should be able to erect Studio with sufficient and necessary equipment at the ceremony venues for the purpose of taking group photographs before and after the ceremonies,
- Graduation Photographer should also have a standard order / web form and sufficient administrative personnel to assist the graduands to complete the order and to receive payment.

EQUIPMENT

The Graduation photographer must have professional lighting in the form of studio packs capable of high speed repetitive flashing (at 100 ASA film standards) and the capability of rendering the following sufficient light: ☒

- Distance of 10 metres;
- A camera setting of a minimum of F8;
- To do multiple flashes every 3 seconds;
- At least 10 cameras of the current and latest technology which shall ensure Graduation photographs of high of high quality;
- 2 lenses for each of the camera; therefore a total of 20 lenses from 55mm to 200mm focal length.

Please note: Graduation Photographers are expected to provide make, model and serial numbers of all cameras that they intend to use at the ceremonies. Furthermore, the photographer must have at least three (3) extra wide (3meters) backgrounds to cater for large families at graduation ceremonies.