

The Harpeth Hall School Photography Guidelines

Dear Parents,

To commemorate our end-of-the-year ceremonies, Harpeth Hall has hired a professional photographer to take photos during the ceremonies. These images will be uploaded to our photo library and parents can download the images for free or purchase prints for a nominal fee. In addition, our yearbook photographer, Uchida, will be present during the ceremonies to take the ceremonial handshake photo of each student as well as candid images throughout the ceremonies. We will provide a link to the Uchida site following the ceremonies if you want to order any images.

Parents and guests may take photos during the end-of-year ceremonies; however, **all photos and videos MUST be taken from the guest seating areas**. In an effort to not obstruct the view of other guests, **no one will be allowed in the aisles to take pictures**. We ask that you please inform your guests of this policy.

Most families do not find it necessary, but if you elect to hire a photographer to take photos of your daughter, he/she will need to contact **Suzannah Green, Director of Strategic Communications**, by noon on Monday, May 22 with the name and contact information for your photographer. They will need to sign a Photography agreement and arrange to pick up a press pass before noon on Thursday, May 25. The press pass will provide access to an assigned area for taking pictures at the event.

Professional photographer agreement:

- The photographer must sign an agreement that confirms:
 - The photographer can only take pictures of the student whose family hired the photographer.
 - The photographer can sit anywhere in the audience or utilize the reserved area for those with a press pass to take pictures during the ceremony.
 - No photos of the ceremony that include additional students in the background can be posted to the photographer's website or to social media channels.
- Photographer agreement will also include:
 - Time and location to pick up the press pass prior to the event
 - Dress code
 - Note: Press pass must be worn during the ceremony and returned at the end of the ceremony.