



Heart Gallery East Texas(HGET) Photographer Agreement

Your electronic signature from the online application form you submitted will assume agreement to the following Project Expectations & Guidelines Communication:

1. Notify HGETX Director immediately if a conflict in scheduling occurs, or you have difficulty connecting with your child's representative.
2. Direct any child-specific media questions to Heart Gallery for referral to appropriate DFPS staff or 4Kids4Families caseworker.
3. Refer any future requests for photo sessions to HGET.

Photography Guidelines:

1. No unsupervised photographic or meeting sessions with the child (DFPS staff, 4Kids4Families caseworker, CASA advocate or foster provider must be present at each session). The child representative must remain in the general photo shoot area.
2. No transporting of your assigned child in your vehicle.
3. Maintain the highest ethical standards while participating as a HGET photographer.
4. Create age-appropriate portrait images with the intent to endear prospective parents to the child(ren). (If not age-appropriate, the images will not be accepted for exhibit). The child representative (DFPS staff, 4Kids4Families caseworker, CASA advocate or foster provider) will intervene at the shoot if an issue arises.

Photographer agrees to the following guidelines for providing images and to allow their use as indicated:

1. Use the standards set forth in the Image Requirements document, provide digital images of the final HGET portrait image for use in HGET traveling print & digital galleries, and other HGET recruitment projects.
2. In addition to the digital HGET portrait image, take and provide a different, equal-quality, color digital headshot image for uncredited, unrestricted DFPS/SSCC use on the Texas Adoption and Resource Exchange (TARE) website and any other DPFS desired use.
3. Allow express use of the HGET digital portrait image for the following:
 - a. The HGET traveling print and digital exhibits
 - b. The HGET website
 - c. Any other HGET direct recruitment projects, including collages, newspaper, magazine, or television stories, etc.
4. Ensure that raw/unedited images are provided to HGET representatives and agree to allow HGET's designated photo editor to edit the images for uniformity.
5. For the privacy of the child, HGET photo shoot images should not be used on your website or at any other location. Permission for other uses directly benefiting the project will be considered on a case-by-case basis.
6. Provide images to HGET representatives only.

Heart Gallery East Texas(HGET) agrees to:

1. Provide you with timely information regarding the project and your assignments.
2. Provide you with an avenue for conflict resolution (for example: scheduling issues, noncompliance).
3. Use the images as indicated in item 5 above.
4. Maintain the artistic integrity of the final HGET image.

5. Print your name and business/affiliation with the image when used in the traveling print and digital exhibits, website, and for any other media avenues when possible.
6. Provide a child representative (DFPS staff, 4Kids4Families caseworker, CASA advocate or foster provider) as your contact for coordinating the photography session if HGET staff will not be present.
7. Assure a third party (DFPS staff, 4Kids4Families caseworker, CASA advocate or foster provider) will be present at all times while meeting with the child(ren) to be photographed if a HGET staff representative will not be present.
8. Not use photos for purposes other than expressed herein, or without direct permission for additional requests.
9. Give the child and/or family the print and/or digital images upon adoption consummation or aging out.