



GLENROTHES CAMERA CLUB

3 Woodside Walk
Glenrothes
Fife
KY7 5DT

Studio guidelines - for the photographer

2008/2009 season Version 3

1. All models **must** sign a consent form before the photographic session begins. (Except when being used for family portraits.)
2. One model consent form must be signed per photographic session.
3. If the model is less than 18 years of age, he/she **must** have the model consent form signed by a parent or legal guardian before the photographic session begins and age verified by I.D. (Birth Certificate, Passport, Driving Licence, etc.) Parent / legal guardian must be in attendance at the session to sign the consent form.
4. If the model is less than 18 years of age, a friend (to be over 18) or relative/legal guardian must accompany them for the whole of the photographic session.
5. All poses should be discussed with the model and/or parent/guardian before the photographic session starts. The model should be fully aware of what is required from them during the photographic session.
6. The committee recommends that one to one sessions do not take place (i.e. one photographer and one model). It is recommended that the model should bring along a friend or relative/legal guardian (see note 3 and 4 above), or alternatively the photographer should bring along a colleague. A minimum of three people are recommended to always be present at studio sessions held within the club premises. Any sessions that are conducted on a one to one basis are conducted entirely at the photographers own risk.
7. The photographer must never touch the model, no matter how innocently, to achieve better posing etc.
8. The photographer must never adjust or alter a model's clothing/hair/body. The friend or relative can do this for you.
9. Try and be courteous and friendly towards the model at all times. Remember he/she may not be getting paid for this.
10. Any complaints about the model should be made to the Committee and not directly to the model. The complaint should be made in writing.
11. The model has the right to make a complaint against the photographer and this should be made to any Committee member preferably in writing, but can also be made in person or by telephone. (See note 12 below.)
12. After every studio session and before the model leaves, the photographer **is required to** issue the model with a copy of the form 'Notice to Models 2008-2009' as stated on the model release form (or the latest version of this form as found in the model release form folder.)
13. After every studio session the photographer is required to clean up the studio/clubrooms to acceptable standard of tidiness/cleanliness.
14. Before each studio session is started and after the session is completed the photographer **is required to** complete a 'Studio User Checklist' and return this with the keys to the Curator.

Visit our web site at: www.glenrothescameraclub.org

'Studio Guidelines for the Photographer 2008-2009 V3.0.doc' adopted by Committee 2nd April 2009