

Terms of agreement for using Manager Software and Recording as a Fundraiser:

In an effort to benefit the schools of the Arlington School District, Manager Software and Recording will waive their \$300 set-up and recording fee and enter into this contract to provide services as stated below:

Concert/Event Video and/or Audio Recording:

1. Manager Software will arrive at the performance facility at least 30 minutes before the show to set up.
2. They will provide a way for parents to order copies of the performance with order forms in duplicate.
3. The performance facility will provide working tables and a working area for Manager Software for both recording and taking orders
4. All checks will be made out to the school or group and the money will be deposited into the school activity account at the conclusion of the show (or next working day).
5. Manager Software will manufacture the recordings for the group and deliver them to the group for distribution to the parents no more than 14 days after the event.
6. Manager Software will bill the school for the recordings at the following rates:
CD or VHS - \$12.00 each, DVDs - \$16 each
7. The school or group will be responsible for distributing the recordings to the parents. The school or group will also be responsible for the collection of all monies related to this process outside the time Manager Software is actually taking orders.
8. Recordings are generally priced at \$15 per CD/VHS and \$20 per DVD. The school may change this pricing to increase their profit margin if they wish.
9. Manager Software requires the average sale of at least 15 recordings per hour they are present on site for the recording and ordering process. If less than 15 recordings per hour are sold, the group agrees to make up the difference at the rates listed above (in point 6) and they will be billed accordingly.

Photography:

1. Manager Software will arrive at least 1 hour before shooting begins to set up.
2. Manager Software will provide an order process for parents based upon the wants of the organization. Photographs can either be sold as prints or in a digital format (through email or digital media like CDs).
3. The organization will provide working items such as tables and chairs to facilitate the photography process.
4. The organization will take all orders and deliver all goods. The organization should also set the price of the photographic materials based upon line 6 (below).
5. Manager Software will manufacture and deliver the photographic materials to the organization for distribution.
6. PhotoCDs are billed at \$12. Prints are billed at \$4 per 4x6, \$5 per 5x7, \$8 per 8x10, and \$12 per 11x14. Packages could be available depending upon the needs of the organization. In such a case, prints are \$8 per 8x10 sheet.

If you have any questions or concerns, please contact Manager Software and Recording for assistance. The easiest way is through email at Sales@ManagerSoftware.net. We appreciate this opportunity to help your students!