



COVID-19 DATE CHANGE POLICY/ PROCEDURE

Initial issue: March 20, 2020

REVISION #6: July 17, 2020

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DEFINITIONS

COVID-19: The term COVID-19 refers to the 2019-2020 outbreak of the novel Coronavirus.

Off-season: Wedding dates before May 15 and after October 20 in any given year

In-season: Wedding dates inclusive of May 15 through October 20 in any given year

1.0 APPLICABILITY

1.1 This procedure applies to Russell Caron Photography, Inc. d/b/a caron&co photography | (Russell Caron, Liz Caron, and any of their subcontractors, herein referred to as the Photographer)

and to the Client (those with whom a signed wedding photography contract exists)

1.2 This policy addresses how date change requests related to COVID-19 will be processed

1.3 This policy is not applicable to date change requests that are not associated with COVID-19-related issues. In those such cases, the contract language in the original contract applies.

1.4 When used for a date change request, this policy applies only to the first request for a date change from a client. Subsequent date change requests after the first will be handled on a case-by-case basis.

1.5 Any situation that is not directly addressed by this procedure will be handled on a case-by-case basis.

2.0 CHANGING THE DATE OF AN EXISTING WEDDING PHOTOGRAPHY

2.1 This policy applies to a Client under contract with the Photographer for wedding photography services in 2020 or beyond and whom are either considering or have made a change in the date of their wedding *due to the inability to legally hold their wedding because of government-issued restrictions including those related to group size limits* resulting from COVID-19.

2.2 This policy applies only to a client's first request for a date change.

2.3 The Client agrees to contact the Photographer in advance of confirming a new date to confirm their availability for the new date.

2.4 Amounts previously paid on the original contract will be applied in full toward the new contract. In some cases, as outlined in 2.5, change fees will apply.

2.5 CHANGE FEE SCHEDULE: Change fees apply in certain circumstances as outlined here.

2.5.1 When the **originally contracted date is an in-season Saturday** and when the new date is

2.5.1.1 an in-season Saturday, \$1,500 change fee

2.5.1.2 an in-season Friday or Sunday, \$0 change fee, plus a no-cost incentive package of goods and/or services of the Photographer's choosing valued at over \$750.

2.5.1.3 an in-season Monday, Tuesday, Wednesday, or Thursday, \$0 change fee, plus a no-cost incentive package of goods and/or services of the Photographer's choosing valued at over \$1,000.

2.5.1.4 any off-season day, \$0 change fee plus a no-cost incentive package of goods and/or services of the Photographer's choosing valued at over \$1,000.

2.5.2 When the **originally contracted date is an off-season Saturday** and when the new date is

2.5.2.1 an in-season Saturday, \$2,000 change fee

2.5.2.2 an in-season Friday or Sunday, \$1250 change fee

2.5.2.3 an in-season Monday, Tuesday, Wednesday, or Thursday, \$0 change fee

2.5.2.4 any off-season day, \$0 change fee

2.5.3 When the **originally contracted date is other than a Saturday** and when the new date is

2.5.3.1 an in-season Saturday, \$2,000 change fee

2.5.3.2 an in-season Friday or Sunday, \$1,500 change fee

2.5.3.3 any Monday, Tuesday, Wednesday, or Thursday, \$0 change fee

2.5.3.4 an off-season Saturday, \$1000 change fee

2.5.3.5 an off-season Friday or Sunday, \$750 change fee



2.5.4 Photographer assignments

2.5.4.1 All reasonable attempts will be made to have the photographer assignments of the original contract remain unchanged in new contracts, however due to many reschedulings, and the attendant need to best serve the largest number of clients, the lead and/or second photographer assignments, depending on the new contract date, may vary among others with equal talent on the new contract. The likelihood of original photographer assignments remaining unchanged is notably higher when the new date is a non-Saturday.

2.5.5 Incentives for certain date changes

2.5.5.1 As indicated above in 2.5.1.2 through 2.5.1.4, incentives are available for certain date transfers when the new date is other than a Saturday.

2.5.5.2 A specific description of the incentives, which may vary on a case-by-case basis, will be provided upon request by Client.

2.5.6 Coverage changes

2.5.6.1 In cases where the Client has requested the new contract to include increased coverage or content, or is of a higher value than the original, the total contract will be adjusted accordingly.

2.5.6.2 In cases where the Client has requested decreased coverage for their new event, adjustments, if any, will be made at the discretion of the Photographer and will be compensated in terms of product, product discounts, services, credits, or other, at the sole discretion of the Photographer.

2.5.6.3 In cases where the Client requests a change from a contracted single date into coverage across two or more dates, such as a ceremony on one date and a reception on a later date, fees may be incurred. Day of week, season, and other factors are involved and, as such, these scenarios will be handled on a case-by-case basis.

2.5.7 Payment schedule

2.5.7.1 The payment dates of new contracts shall be the same as that in the original contract.

2.5.7.2 Any change fees per paragraph 5.5 shall be due no later than 2 months prior to the wedding date or be split among remaining payments on the contract, which will be updated to reflect the fees.

2.5.7.3 All payment dates of the original contract must be current. Contracts with overdue/late payments will not be changed.

3.0 SUBJECT TO CHANGE

3.1 This policy may be changed by the Photographer without notice.