

## UBC ENGINEERING GRADUATING CLASSES OF 2023/2024

Congratulations on your final year! And what better way than to show off with some beautiful graduation photographs – we can't wait to see your smiling faces on this special date! We strongly encourage you take the time to read the details below to answer all your FAQ's and the procedure to having a smooth graduation photo appointment.

The health and well-being of our employees and customers continues to remain our highest priority. Practice personal responsibility as you are attending your appointment at your own risk. Evangelos has increased health and safety protocols as advised by health officials, however coming in for your appointment means you acknowledge and accept additional risks associated with any given global health pandemic status.

If you do not feel well, have a cough, fever or other symptoms, we kindly ask that you postpone your appointment until appropriate. **Evangelos Photography is required and will be following all mandates and orders created by our provincial health authorities at anytime.**

### **Who We Are:**

Evangelos Photography Ltd. is a local photography studio serving UBC with graduation photography services since the 1950's! As our congratulations to you we will be providing the following services **free of charge:**

- Your entire individual Graduation Photography Session + (optional) **one** free family group session (maximum: 5 family members)
- Photograph necessary for the graduation class composite and/or yearbook.
- Usage of official graduation gowns, sashes, caps and diplomas – all provided by the studio at the time of your session. Sanitizing and disinfecting of all studio items are done so after use and in rotation with cleaners as appropriate.
- Custom creation of your department's class composite to be hung up on the UBC Vancouver Campus building walls as a final accomplishment of completing your degree and becoming a UBC alumnus!

### **Booking Appointments:**

Online Only! Visit us at [WWW.EVANGELOSPHOTOGRAPHY.COM](http://WWW.EVANGELOSPHOTOGRAPHY.COM)

- Bookings should be done 3-4 weeks in advance, **do NOT wait** until last minute or you will miss out on being in the composite!
  - Deadlines for yearbook and composite photograph are set by your department. Please contact your department's club Grad Reps or President for more information.

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### **Reschedule / Cancellation Policy**

Our cancellation policy will be strictly enforced; there will be no exceptions so please make sure to note your appointment dates as soon as you have booked!

- You must cancel/reschedule **at least 2 business days** prior to your appointment or there will be a cancellation fee of \$25.00. No exceptions.
- NO SHOW FEES WILL APPLY. No shows will now result in a fee of \$25.00. Unfortunately, our booking system will not allow you to re-book until the fee is paid.
- LATE POLICY: If you show up to your appointments 10 or more minutes later than your actual scheduled time, there are no longer any guarantees we will be able to schedule you in for that date and a no show fee may apply.

### **Where Do I Go?**

All of our sessions are taken care of at our custom and professional studio located within the heart of Kitsilano and about 10 minutes from UBC Vancouver Campus!

- 3156 West Broadway Ave., Vancouver , BC, V6K 2H3
- Parking: Behind our studio on 10th avenue always has spots (free!) and we have **free parking** in the back lot of our studio! Bike racks: Available right in front of our studio. Bus Lines: 2, 9, 14, 99

### **What Else To Expect?**

#### ***\$45.00 Cash Deposit***

***Why? I thought it was free? It is free –this deposit just guarantees online access and is 100% refundable (given you follow our simple policy of course!)***

- Why cash only? While we understand this may come across as a little hassle, we would like to thank you in helping keep fees down for a locally owned small business. This also ensures that no fees occur to you, if you decide to get a refund.
- Remember – Deposits are to provide online access and lets us know you want to take advantage of a full session. Deposits are 100% refundable, given you follow our simple policy rule.

We have a 60-day limit for your deposit that starts on the date you come in for your appointment to take your photographs. This deposit will be credited towards your order for final photographs if placed prior to your 60 days from the date of your session.

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- Don't wish to buy photographs? No obligations to purchase!
  - We are not able to provide a refund without you and your receipt. Please be responsible, keep this slip safe and ensure to drop in **before** your 60 day limit!
- If you do not inquire about your \$45.00 deposit **before** your 60 day time limit, the deposit will be forfeited and you are unable to get it back - **even if you have placed an order.**

### ***The Session:***

- Mandatory:
  - The graduation photographs are a series of **traditional** photographs that are taken with you in the academic regalia.
  - These photographs are also necessary for the composite and/or yearbook. We will have you choose your photo of choice on the date of your appointment!
- Optional:
  - **Business Photos:** Used for online, LinkedIn, applications, resumes, personal websites, the list goes on!
  - **Pets:** YES! We are extremely pet-friendly and understand that our companions go beyond just dogs or cats, all are welcome! Please ensure to have someone available to accompany your pet after taking photographs with them.
  - **Props:** Bring in your custom flower bouquets, favorite stuffed animal/toy, instrument, books, or even sports equipment. We also have plenty to share at our studio!
  - **Family Group Photographs:** Each graduating student is entitled to **one** free family group session with their appointment! Maximum: 5 persons, including graduate.
    - Want even more? If you wish to have additional photographs taken or change the number of family members in the group (i.e. siblings only), a special rate of \$38<sup>.99+tax</sup> per extra group will be charged to allow for more time with our photographers.
    - Due to our spacing, groups will be asked to wait out until it is time for the group photo session. No exceptions.

### **A Little Extra Advice From Our Staff:**

- Ensure to show up 10 minutes before your appointment to sign in. Showing up late to your appointment will no longer guarantee we will be able to schedule you in.
- White or light coloured blouse with a collar is best.

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- Tank tops or V-neck t-shirts are an option if you want nothing to show underneath the gown!
- White or light coloured dress shirts with a darker coloured tie is also most formal.
  - Colour coordinate your tie with your department sash or bring a few with you and we'll help you choose, OR bring on the bowties!
- Please come with all your makeup applied as we are unable to offer our dressing rooms to get ready in. Please only bring essentials with you and come prepared.
  - Flyaway hairs can't be retouched, make sure to keep these down by using hairspray or bring a hairbrush with you.
- Ensure to try and keep the facial shine down as this is magnified in studio portraiture, don't forget powder or blotting papers!

## **Viewing, Ordering, Processing Times:**

### **Previewing Photographs:**

On the date of your session, Evangelos will provide you with a personalized username and password. In 7 business days, you will be able to preview all your photographs taken at the studio online at [www.evangelosphotography.com](http://www.evangelosphotography.com), all pricing are available online.

- If you are unable to log into your account after 7 days, you MUST contact the studio so we can assist.
- It is your responsibility to login to your account in a timely manner.

### **Ordering Photographs:**

See something you like? Orders are all done online!

- Don't like anything right now? No obligations to purchase!
- Pricing ranges from \$45-\$200+
  - As we are a professional studio, all work is by hand and completed locally. Our prices are based off of local labour and other material costs. We still guarantee having the lowest prices in town within this profession and higher quality than a standard instant photo lab.
- Order processing times take 4-6 weeks. These are all custom prints and images that our master artists are required to go through and inspect each image; our retouching continues to be done custom both digitally and traditionally by hand.

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### **Studio Information**

**Evangelos Photography Ltd.**

3156 West Broadway Avenue  
Vancouver, BC.  
V6K 2H3

**Email:** [info@evangelosphotography.com](mailto:info@evangelosphotography.com)

**Website:** [www.evangelosphotography.com](http://www.evangelosphotography.com)

**Telephone:** 1- (604) 731-8314