



Statement of Work & Production Agreement

This UW Video Statement of Work ("SOW") & Production Agreement ("Agreement"), between UW Video and the client listed below, is entered into by the parties and is effective as noted in the SOW Effective/Expiration Dates (below). This document and attachments define the scope, objectives, and overall approach for the project.

1. General Information/Terms and Conditions

Please initial below that you have read the UW Video Terms and Conditions located at:

<https://www.washington.edu/video/terms-and-conditions/>

1.1. I confirm I have read the UW Video Terms and Conditions. (initial) LG

| Client Information | | | |
|---|--|--|---|
| Department/Organization Name: | | Seattle Colleges | |
| Contact Name/Information: | | Lisa Gacer, lisa.gacer@seattlecolleges.edu | |
| Project Information | | | |
| Project Number - Project Title: | | 10114 - 6.20.25 Seattle Colleges Graduations | |
| UW Video Producer Contact/Information: | | Sean Christensen, schris@uw.edu | |
| Agreement Information | | | |
| Effective Date: | | 04/16/2025 | Expiration Date: 06/30/2025 |
| Payment Information | | | |
| <input type="checkbox"/> Credit Card | <input type="checkbox"/> UW ISD - Driver Worktag | | <input type="checkbox"/> UW ISD - Cost Center |
| <input type="checkbox"/> ACH/Wire | Gift/Grant/Program: | Cost Center: | |
| <input checked="" type="checkbox"/> Check | Additional Worktag(s): | Resource: | |

2. **Description of Services:** See attached Production Estimate.

3. Billing/Payment

3.1. **Billing:** Billing of work will be progressive based upon the work accomplished and may differ from the below schedule.

Projects that become inactive for longer than 60 days may be archived and a fee may be assessed in order to reactivate a project from archive status.

3.2. **Deliverables / Milestones / Payment Schedule:** Project milestones/deliverables will be established and noted in subsequent sections. Billing will take place based on the schedule below. Budget will not exceed the estimated ranges unless agreed to and memorialized in email between Client and UW Video.

| Project Milestones/Deliverables | Due Date | Estimated Budget +/- 10% |
|--------------------------------------|------------|--------------------------|
| 3 camera livestream for 2 ceremonies | 06/20/2025 | 21387.07 |
| | | |
| | | |
| | | |
| | | |
| Budget Total | | 21,387.07 |

4. Client Responsibilities

4.1. **Timely Direction:** Client shall provide timely communication, tools, equipment, and feedback to UW Video, in order to efficiently and effectively carry out responsibilities and for the purposes of performing the services. UW Video will be responsible for providing all other media, facilities, tools and equipment not otherwise described herein.

| Description (Media/Facility/Tool/Equipment/Access) | Due Date |
|--|------------|
| Graphics and lower third information | 06/10/2025 |
| | |
| | |
| | |



- 4.2. Cancellation:** Cancellations of shoot dates, editing appointments and most other scheduled services require a minimum of 48 hours' notice (excluding holidays and weekends) to avoid incurring cancellation penalties up to and including the full cost of the services scheduled.
- 4.3. Authority:** Client attests that they have the necessary authority to enter into this agreement.
- 4.4. Intellectual Property Clearance:** Client warrants that it has the necessary rights, approvals and clearances for any intellectual property used or created in the course of completing this project.
- 4.5. Video Release Authorization:** Client grants UW Video right to use video from this project, in its entirety or in part, for marketing purposes. This could include, but is not limited to, use of the content online, on air, in print, in news releases, awards submissions or other forms of media known and unknown at the time of this release. The client may subsequently withdraw its consent at any time by writing to UW Video at uwvideo@uw.edu and referencing the project number on this document.
- ☐ No ☐ Yes ☒ Contact client before using

5. Publishing

- 5.1. Publishing Terms:** By signing this document, you are giving UW Video authority to publish and manage your content on the platforms/mediums indicated. Published content follows the Archiving policy as stated in the **UW Video Terms and Conditions** unless otherwise noted in this agreement.


| Medium/Platform | Yes | No |
|------------------|-----|----|
| YouTube/Vimeo | | X |
| Amazon Fire/Roku | | X |

6. Changes to SOW

Approved Changes must be documented in writing via email between the Client and UW Video and will become part of the Project file.

IN WITNESS WHEREOF, the parties have executed this SOW by their duly authorized representative as of the SOW Effective Date set forth above. The parties agree that if the SOW Effective Date is blank, the SOW Effective Date will be the later of the below signatures dates.

CLIENT: **Seattle Colleges**


By (Sign) 
Lisa Gacer (Apr 24, 2025 08:02 PDT)

Name (Print) Lisa Gacer

Title Senior Buyer

Signature Date 04/24/2025

UW VIDEO:

DocuSigned by:

105D493A880E4B8...


By (Sign)

Name (Print) Sephora De Roest

Title Assistant Director

Signature Date 4/16/2025

UW VIDEO INTERNAL APPROVAL:

DocuSigned by:

64E0639B20F544A...

By (Sign)

Name (Print) Rob Rosamond

Title Director

Signature Date 4/16/2025

UW Video

17 Kane Hall, Box 353090
Seattle, WA 98195-3090



Production Estimate

206.685.1311

266 2025 Commencement Season

Quote Date

10114 6.20.25 Seattle Colleges Graduation - 2 Ceremonies

4/10/2025

Client Seattle Colleges, Barbara Childs

| Item | Date | Time | Action | Rate | Time | Qty | Price | Total |
|------|------|------|--------|------|------|-----|----------|-----------|
| | | | | | | | Subtotal | 21,387.07 |
| | | | | | | | Discount | 3,564.51 |
| | | | | | | | Tax | 0.00 |

Project Notes

Overview

UW Video is pleased to provide this estimate for the production and livestream of 2 Seattle Colleges Graduation ceremonies in Hec Edmundson Pavillion on June 20, 2025 from times 2pm-5pm and 5:30pm-8:30pm.

UW Video will provide two 3 camera livestreams of the events with live captions, 3rd camera to capture ASL for the livestream and in-room screen. Cameras will capture faculty and student's entering, keynote presentations, and presentation of diplomas. UW Video will handle all graphics projected on arena screens and will manage the livestream. 2 hour Tech Rehearsal from 11:00am-1:00pm prior to first ceremony.

ESTIMATES
If paid by UW entity (ICA) - \$17,822.56
If paid by Seattle Colleges (external) - \$21,387.07

*The above estimate is valid for 30 days.
UW Video reserves the right to revise this bid if accepted by the customer 30 days after the date shown on the top of this document.

**Final Billing may be within +/- 10% of the total indicated in this production quote.
***Any changes in scope of work that will effect the original budget beyond the +/-10%, must be approved via email.

Signature: Lisa Gacer
Lisa Gacer (Apr 24, 2025 07:46 PDT)
Email: lisa.gacer@seattlecolleges.edu

Production Information






Please_DocuSign_UW_Video_Statement_of_Work

Final Audit Report

2025-04-24

| | |
|-----------------|--|
| Created: | 2025-04-24 |
| By: | Lisa Gacer (lisa.gacer@seattlecolleges.edu) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAA9lytJT9aVs9iHdlF6VbUKi3d5fyUKw-F |

"Please_DocuSign_UW_Video_Statement_of_Work" History

-  Document created by Lisa Gacer (lisa.gacer@seattlecolleges.edu)
2025-04-24 - 2:45:09 PM GMT- IP address: 168.156.120.168
-  Document emailed to Lisa Gacer (lisa.gacer@seattlecolleges.edu) for signature
2025-04-24 - 2:45:14 PM GMT
-  Email viewed by Lisa Gacer (lisa.gacer@seattlecolleges.edu)
2025-04-24 - 2:45:30 PM GMT- IP address: 13.67.147.148
-  Document e-signed by Lisa Gacer (lisa.gacer@seattlecolleges.edu)
Signature Date: 2025-04-24 - 2:46:23 PM GMT - Time Source: server- IP address: 168.156.120.168
-  Agreement completed.
2025-04-24 - 2:46:23 PM GMT

Signature: Lisa Gacer

Lisa Gacer (Apr 24, 2025 07:57 PDT)

Email: lisa.gacer@seattlecolleges.edu






Please_DocuSign_UW_Video_Statement_of_Work - signed

Final Audit Report

2025-04-24

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| Created: | 2025-04-24 |
| By: | Lisa Gacer (lisa.gacer@seattlecolleges.edu) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAs11FVnAFtb7-LACS4AGP8ajSv-mEr_YH |

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-  Document emailed to Lisa Gacer (lisa.gacer@seattlecolleges.edu) for signature
2025-04-24 - 2:56:56 PM GMT
-  Email viewed by Lisa Gacer (lisa.gacer@seattlecolleges.edu)
2025-04-24 - 2:57:04 PM GMT- IP address: 72.153.231.19
-  Document e-signed by Lisa Gacer (lisa.gacer@seattlecolleges.edu)
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2025-04-24 - 2:57:23 PM GMT





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| Created: | 2025-04-24 |
| By: | Lisa Gacer (lisa.gacer@seattlecolleges.edu) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAApqBcGxbFDkUYC4_vH3rfdqM_An4WHNJ |

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-  Document emailed to Lisa Gacer (lisa.gacer@seattlecolleges.edu) for signature
2025-04-24 - 3:01:56 PM GMT
-  Document e-signed by Lisa Gacer (lisa.gacer@seattlecolleges.edu)
Signature Date: 2025-04-24 - 3:02:48 PM GMT - Time Source: server- IP address: 168.156.120.168
-  Agreement completed.
2025-04-24 - 3:02:48 PM GMT

Signature: Lisa Gacer

Lisa Gacer (Apr 24, 2025 08:06 PDT)

Email: lisa.gacer@seattlecolleges.edu





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Final Audit Report

2025-04-24

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|-----------------|--|
| Created: | 2025-04-24 |
| By: | Lisa Gacer (lisa.gacer@seattlecolleges.edu) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAI5D7FX5MVOIm4vAmTbhVOMYeKBVtr5s_ |

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-  Document created by Lisa Gacer (lisa.gacer@seattlecolleges.edu)
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-  Document emailed to Lisa Gacer (lisa.gacer@seattlecolleges.edu) for signature
2025-04-24 - 3:04:57 PM GMT
-  Document e-signed by Lisa Gacer (lisa.gacer@seattlecolleges.edu)
Signature Date: 2025-04-24 - 3:06:05 PM GMT - Time Source: server- IP address: 168.156.120.168
-  Agreement completed.
2025-04-24 - 3:06:05 PM GMT