Title: UWPhoto Club Equipment Stockpile
Time Frame: Equipment to be purchased immediately
Amount of Funding Requested: $1250 (or a portion thereof)

Description of Project:
UWPhoto is a Feds club, with a mandate to encourage and support photography on campus. As part of our mandate, we have been working to build up a supply of equipment for students to borrow at a nominal rental fee, in a similar manner to that which the outers club has successfully practiced for many years. The equipment will also be used for instructional purposes, and for covering Feds, University, and other club events.

The equipment that we are looking to purchase are items that are impractical for most students to purchase, due to size and upfront cost. By having it available, we allow students to learn and explore proper lighting techniques that they would not otherwise be exposed to. This also allows us to get better results when shooting for other campus groups. The equipment is primarily lighting, support (tripods) and other related equipment, and specifically excludes cameras, lenses, and other easily damaged equipment which is better purchased by club members.

In the past term, events which we have covered (or are currently scheduled to cover) for Feds include, among others,
- Photographing Mental Health Day speakers and activities
- Operating a photo booth at the Halloween events at the Bomber and Fed Hall
- Presenting a photography workshop at Feds Arts Symposium
- Photographing art and artists at Feds Arts Symposium

Clubs with whom we have shot (or are scheduled to shoot):
- UW Mambo Club
- Sci Buss student society
- Juggling Club

and others, including shooting for the University itself.

One difficulty we are having in growing our supply of equipment, is raising initial funds. The equipment we are looking to purchase (or have already purchased) have very long expected lifetimes of approximately a decade, and over that time the nominal rental fees to use the equipment will support expanding our stock, and their eventual replacement, however the initial purchase would benefit from support.

One concern which was raised in discussions of this effort was that of ensuring that equipment is not stolen or damaged. Members of our club executive met and discussed these issues with Club Director Dave McDougal, and we feel we have now taken effective measures to limit these issues:
- equipment is stored in our Feds provided club locker.
- access to the locker is restricted to two club executives, who are responsible for the contents.
- backup access is maintained by the Feds Club Director
- equipment is only signed out with documentation and a rental agreement as to what a member has borrowed, and when it is expected to be returned.
- A system has been constructed, and will be launching for the winter term, for tracking and logging equipment borrowing and availability.
- Dave has indicated that should a member fail to return an item to the club, that it would be taken to the Campus Police, who would deal with the matter as a documented theft. We feel these efforts ensure that the equipment will remain safe.

In the past some equipment used to cover events has been lent to the club by a member, however this presents some issues should the equipment become damaged while the member is not present. Additionally, this depends on a small number of members, who are close to graduation, and will not always be the case.

This request forms part of the project, through requesting honorariums for events the club covers. Our intended purchases and expenditures through this are not listed in this document. Other equipment has already been purchased. This is a long term initiative of our club to make photographic opportunities available to the University of Waterloo student community, and to enable us to better serve other campus groups, and we expect it to continue.

This purchase is a one time request, however it will allow us to greatly accelerate our long term efforts.

Promotion of Project:
We promote the availability of this equipment in our normal club recruiting efforts at Feds Clubs and Service Days, and club websites. The equipment is available to all individuals who have paid their club membership fee for the term (currently $5 paid at any point during the term). This is an attempt to follow a similar model to that laid out by the outer's club.

For our services to other clubs, we have expressed our interest to Feds club director and assistants, who has in the past passed on the information to other clubs. We intend in future terms to have an email to other clubs informing them of our interest in being involved in their events, sent out at the beginning of term.

Itemized Budget:
As indicated above, this request only documents the equipment we are requesting Feds support to purchase. Other equipment purchases are planned, or have already taken place, supported by our clubs funding and honorariums through event coverage. A description of these expenditures, and our current plans, can be provided on request.

We are including a request for a purchase from a single vendor. While this is somewhat unusual, as it does not feature multiple price quotes, the club has chosen to purchase an
equipment standard (with interchangeable parts and accessories) from a well-known (within the photographic community) manufacturer, who sells equipment for low costs directly, rather than through retailers. As we already have previously purchased equipment for this system, we feel that it is beneficial to maintain this supplier relationship.

While this request is a large single amount, the vendor offers significant financial incentives to purchase equipment simultaneously.

The expected lifetime of the strobes and lightstands is 10 years, and the Softboxes and bags 7 years.

Funding request: $1250.00

Itemized Descriptions:

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<tr>
<th>item#</th>
<th>item description</th>
<th>unit price</th>
<th>u/m</th>
<th>qty</th>
<th>cost</th>
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<tr>
<td>B800-W</td>
<td>B800 White Studio Flash</td>
<td>$282.83</td>
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<td>FSB3240</td>
<td>Foldable Large Softbox (32in. x 40in.) speedring attached</td>
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<td>LS3900</td>
<td>13-foot Heavy Duty Stand</td>
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<td>PCBBAG</td>
<td>Single Light Carrying Bag</td>
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Order Subtotal: $997.74
Order Discount: 43.00
Estimated Shipping: 103.07
Total: $1057.81
With Tax: $1195.33

We expect additional brokerage fees to be charged, and have estimated these costs at ~$50, for a grand total of $1250.00.

(for why a specific American vendor was chosen over purchasing equipment available locally, please see the attached document “Canadian Quote”, where we attempted to find the nearest equivalent equipment available locally. The price quoted was over $2600.00)

Other funding: as mentioned earlier in the document, the club has been using it’s club funding, in addition to honorariums collected for event coverage, to support this project. This funding was already allocated to additional purchases not documented here, before we became aware of the availability of this funding. Details on these plans are available on request.

If Feds is not willing to fund the full amount, we would appreciate any incremental funding towards the total, as we will continue to fund raise towards the balance.

Participants:
We anticipate this equipment being of use for a variety of purposes.
As described above, the equipment is expected to be signed out by club members for their own photography. The single less powerful strobe currently owned by the club has been signed out this term by several participants.
For instructional purposes, we anticipate the strobes being used several times throughout the term at photo club meetings. These are held weekly, and are open to the general student population. They are announced on a flickr group (membership over 325) and to our mailing list (membership over 500).
For use in covering Feds and other clubs events, we anticipate the equipment being used at least 6-8 times a term, as this has been our minimum request coverage number for the last several terms. As we intend to boost awareness of our club among other clubs, we expect this number to grow over time.
As the estimated lifetime of the equipment is approximately a decade, we see the equipment as serving many members of the Waterloo community.

Timeline of the project:
Equipment would be ordered as soon as is reasonably possible.
## Easy Checkout

**Total Your Order**

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<th>Remove</th>
<th>Product Description</th>
<th>Qty.</th>
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<tr>
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<td>Out of Stock</td>
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**Your Order’s Shipping Cost**

- Subtotal: $2,618.90
- Shipping: Pending
- Taxes: Pending
- Your total: $2,618.90

**Continue Shopping**

*Note: Changes, certain consumables, and oversized items (e.g., Printers, Scanners, Backdrops, items over 10lbs) may require special shipping and handling charges. If this event, you will be notified by email prior to the completion of your order.*

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**Promotion Code**

.confirmation

If you encounter any problems placing your order, please contact us at 1-888-365-1777 or e-mail us at sales@vistek.ca.