

We value our models contribution to our artistic community. We've developed the following policies over the years. By modeling for the Sevenfold School of Art (SSA), models agree to the following policies.

## Preparing & Arriving to SSA

Please confirm receipt of both advanced booking confirmations and friendly reminders (sent just prior to the pose start date) via email.

Models are engaged to pose both nude and clothed. For portrait poses, please wear the same shirt and style your hair the same way for each session. All figure poses are nude unless otherwise specified at the time of booking.

Please be on the model stand by the start of class, ready to pose. If a model is late, that amount of time is to be made up that day or a mutually agreed upon time with the class. Repeated or lengthy lateness and/or extended breaks could be subtracted from a model's pay.

We have both air conditioning and heat in our studios. There are also small personal heaters that can be used. Please ask the instructor, a monitor, or anyone in the class for help to make the temperature more comfortable for a pose.

## Payment Policy

As Independent Contractors models that earn \$600 or more during a given tax year must fill out a W-9 form and have a valid social security number in their name to pose. For models earning \$600 or more this form will be provided to you along with additional paperwork, including invoices. The monitor, model coordinator or registrar will provide models with these & collect them.

SSA pays all models via cash or check.

Long-term bookings (1 month or longer)

Models are paid every two weeks. If posing for a 5-week pose, models are paid mid-way through and at the end.

Short-term bookings (1 day-1 week)

Models are paid either that day (for 1-day poses) or at the end of the booking.

Since models are Independent Contractors they are not eligible for unemployment insurance. No taxes are deducted and, for models earning \$600 or more in a given tax year, the Form 1099 will be sent to models at the end of each year.

For all questions related to model payments, contact [alex@thesevenfoldstudio.com](mailto:alex@thesevenfoldstudio.com)

## Cancellation procedure

If SSA needs to cancel a booking, the model will be called and emailed immediately upon notice. If the model needs to cancel either the whole booking or one day for something such as illness, he/she must contact the instructor, model coordinator and/or monitor immediately by both phone & email. There needs to be an electronic paper trail for these communications. A make-up will be scheduled as long as a substitute model has not been hired.

## Cancellation policy

If SSA cancels a booking with less than 24 hours notice, the model will still be paid. If the model cancels a booking with less than 24 hours notice, he/she is not paid unless a mutually agreed upon make-up can be arranged; he/she also risks losing the remainder of their booking.

## Inclement Weather

Exceptions may be made with day of cancellations due to inclement weather. Instructor, monitors and/or model coordinators will be in touch as soon as we know if we are canceling classes. Models also need to be in touch about whether or not they are able to get to SSA due to inclement weather. A make-up class will be scheduled as long as a substitute model has not been hired.

## Photographs

SSA staff and assigned students will sometimes take studio photos for promotional and archival purposes. They will never take photos of a model posing nude and will check in first for permission to take photos of students and faculty working while the model is on the stand posing. Otherwise photos can wait until a break. Some students may also take reference photos for a portrait, and models should first be asked for permission when posing. No reference photos should be taken of a nude model. Sometimes, people in the studios may need gentle reminders of this policy. SSA works from the live model, not from photographs. No additional payment will be given to models for these study and/or promotional photos. Please also ask students for permission to take pictures of their work.

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I have read and agree to the policies and terms described in this contract.

Model's Name (printed): \_\_\_\_\_

Model's Name (signed): \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_