

Preparations for Picture Day

1. Distribute flyers approximately two weeks prior to picture day. Establish a collection date for payment envelopes, should be a few days before picture day.
2. Provide studio with Excel spreadsheets which include student name, id#, grade and class teacher (grouped by class).
Email to: jenn@lastingimpressionsstudio.net
3. Schedule one class every 15 minutes
4. Arrange for three PTA parents to be on hand for Picture Day to assist with grooming, line formation, etc.
5. Arrange for large area to be available all day (gym, cafeteria or auditorium)

Note: Every child will be photographed regardless of whether they place an order for school records.

6. Organize payment envelopes by class.

On Picture Day

1. Again, have three PTA parents to assist.
2. Provide access to electricity, 20 folding chairs.
3. Double check student backpacks, teacher mailboxes, pta mailbox for any late payment envelopes.

Distribution of Completed Photo Packages

1. Photo Envelopes should be distributed by name on Photo Envelope.
2. Direct all inquiries to the studio, jenn@lastingimpressionsstudio.net or by phone 631-539-8890.

On Retake Day

1. Students who were absent on initial Picture Day can be photographed on Absentee/Retake Day along with any students who wish for their pictures to be retaken. (Leave one hour to photograph individual students)
2. If pictures are to be retaken, instruct parents to keep their class picture and return the photo envelope with original pictures (uncut). This policy must be strictly enforced.
3. Schedule specialty clubs/groups (allow 15 mins per group).
4. Have at least two parent volunteers available along with the yearbook liason, if possible.