

LIFETOUCH PICTURE DAY CHECKLIST

STEP 1

Email Your Class Rosters

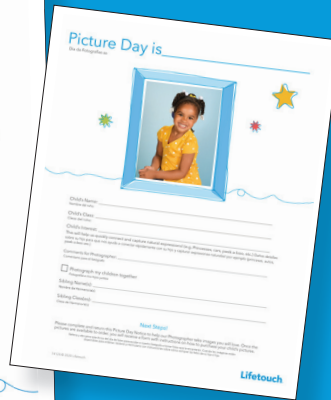
Email your Class rosters to your Account Specialist 3 weeks prior to Picture Day.

Go to preschoolportraits.lifetouch.com/classroster to download the roster template.

Class Roster Template

	CHILD'S FIRST NAME	CHILD'S LAST NAME	TEACHER(S) NAME	CLASS NAME
1	Example: Johnny	Smith	Ms. Linda	Butterflies
2				
3				
4				
5				
6				
7				
8				

STEP 2



Promote Picture Day

Prior to Picture Day, you will receive promotional materials to help get the word out.

1. Hang your Picture Day Posters
2. Distribute Parent Flyers
3. Attach sticker to each child the day before Picture Day

STEP 3

Distribute Proofs to Families

On Picture Day our photographer will print proofs of each child photographed for you to distribute to your families.

Families will have a week to order online or return their order form to your center.

NAME: John Smith SCHOOL: Sunshine Preschool
PICTURE DAY ID: P001110 | SECURITY CODE: DEEDPUS

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Save 20%
Class Picture

Lifetouch + Shutterfly

1 - 8 X 10 \$14.99 2 - 5 X 7 \$14.99

ADD-ONS

PLEASE CHECK OR INDICATE ORDERS FOR YOUR CENTER

TOTAL \$

STEP 4



Collect Order Forms

Place your Order Drop Box in a high traffic area in your center to collect any returned Order Forms.

Apply stickers to children to remind your families of their order deadline.

STEP 5

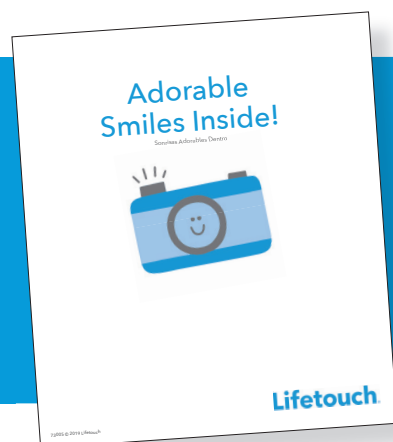
Ship Returned Order Forms

Ship all returned Order Forms in the UPS envelope provided by the photographer. Please send in by order deadline to ensure on time delivery to your families.

Call 1.800.823.7459 for FREE pickup and shipping.



STEP 6



Orders Have Arrived

In approximately 2-3 weeks, all orders will be shipped to your center.

Families have questions regarding their order? Call 1.877.381.8276