

PICTURE PROGRAM BASICS

Lifetouch Preschool Portraits



Prior to Picture Day:

2-3 months prior:

- Receive phone call from Account Executive to confirm picture date and time

3 weeks prior:

- Receive confirmation kit (review instructions, hang posters)

2 weeks prior:

- Receive phone call from Account Executive to confirm arrival of confirmation kit

1 week prior:

- Receive phone call from photographer to confirm details
- Send parent notices home, recruit parent volunteer
- Encourage all parents to have their children photographed

1 day prior:

- Apply picture day sticker to children's clothing

On Picture Day:

- Give returned parent notices to photographer
- Give class list to volunteer to aid in filling out name cards
- Parent volunteer will receive gift certificate from photographer
- Review any special situations or needs with the photographer

After Picture Day:

- Hand out portrait packages when they arrive (parents complete the Package Receipt Agreement before taking package home)
- Hang "portraits are here" poster
- During the next two weeks - collect returned payments and portraits
- Two weeks - send home last call notices
- Prior to 21 days - package payments, returned portraits and package receipt agreements in box with FedEx label, call FedEx for pickup

Questions? Please call Customer Care at 1-800-736-4748.

Thank you!

