

SAME DAY PROOF PROGRAM

Picture Day checklist:

WHAT TO EXPECT BEFORE, DURING AND AFTER PICTURE DAY.

BEFORE

3 WEEKS BEFORE PICTURE DAY

- Your Account Specialist calls to confirm Picture Day details.
- Your electronic class rosters are due to your Account Specialist to make Picture Day flawless.

Rosters must include each child's first and last name, their teacher's name and class name. Go to LTPRESCHOOLPORTRAITS.COM to download the 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			

1 WEEK BEFORE PICTURE DAY

- Hang the posters and send parent flyers home with your families to help promote Picture Day.



DURING

- Give your photographer the returned parent flyers so they know each families' preferences of how they would like their child photographed.
- Your photographer will print proof images onto the order forms for every child and distribute to families on Picture Day. You'll also receive a drop box for returned orders

AFTER

1 DAY AFTER PICTURE DAY

- How did we do? A survey will be emailed to you after your Picture Day. Please give us your feedback so we can continue to improve!

7 DAYS AFTER PICTURE DAY

- Orders are due. Pack up all returned orders and ship them in the pre-labeled UPS mailing envelope. Call 1.800.823.7459 to schedule UPS pick-up.

3 WEEKS AFTER PICTURE DAY

- Portrait orders will arrive at your Center to share with families.