

# SAME DAY PROOF PROGRAM

## HOW IT WORKS:

ALL CHILDREN RECEIVE THEIR PROOF IMAGES AND ORDER FORM ON PICTURE DAY.



Sign up for a Picture Day and send in your class rosters.



Picture Day is here!



Orders due 7 days after Picture Day.



Promote Picture Day with our flyers and posters.

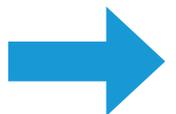


Pass out each child's proof order forms following Picture Day.



Photos will arrive at your Center to distribute to families.

Flip for your Picture Day checklist!



**Lifetouch.**

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## PICTURE DAY CHECKLIST

### BEFORE PICTURE DAY:

#### 3 Weeks Before

- Your electronic class rosters are due to your Account Specialist. Go to [LTPRESCHOOLPORTRAITS.COM](http://LTPRESCHOOLPORTRAITS.COM) to download the roster template. Rosters must include each child's first and last name, their teacher's name and class name.

#### 1 Week Before

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

### DURING PICTURE DAY:

- Give your photographer the returned parent flyers.
- 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 PICTURE DAY:

#### 1 Day After

- A survey is emailed for you to tell us how Picture Day went.

#### 7 Days After

- Orders are due. To ensure all orders are delivered to your Center on time, pack up all returned order forms and ship them in the UPS bag provided. Call 1.800.823.7459 to schedule a pickup.

#### 14 Days After

- Online orders and paper orders that were sent to Lifetouch by the due date will be shipped to your Center.

#### 4 Weeks After

- A survey will be emailed to you once your photos have arrived at your Center. Please give us your feedback to help us improve your next Picture Day!