
Checklist for Schools

How to prepare for Photo Day

3 WEEKS PRIOR TO PICTURE DAY

Send K Boyer Photography TWO Lists:

- 1). Current CSV File Student List containing:
 - Student's First & Last Name
 - Homeroom Teacher
 - Grade level (if applicable)
 - ID number (if applicable)
 - Email address(es) for each household
- 2). Current CSV File for Teachers and Administrative Staff containing:
 - Teacher and / or Staff First & Last Name
 - Grade / Position (ie Cafeteria or Admin Staff)
 - Grade Level (if applicable)
 - Staff ID Number (if applicable)
 - Staff Email Address

2 WEEKS PRIOR TO PICTURE DAY

Scheduling

- Scheduling the day of will largely be determined by class size and the age of the children. Typically, you can count on about 30 seconds to one minute per child but if the children are very young or if they are special needs, please allow a little extra time.
- Class photos: If we are taking class photos on the same day as the individual images, please allow 7 minutes for the class photo for approx. 20 - 25 students.

Parent Volunteers

- Parent volunteers are critically important and are a much needed part of every successful school photo shoot. You will need one to two parent volunteers every day of the shoot. (This can also be a staff member if you choose)

Flyers

- Distribute flyers (offered in our media kit) via email and / or paper copies announcing picture day

1 DAY BEFORE PICTURE DAY

Email picture day reminder to all families.

KRISTIN BOYER
Owner & Lead Photographer

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