



PHOTO DAY CHECKLIST



Photo day done simple.

We want picture day to be easy and successful for everyone! We have a few things we need from you to make sure we can take care of all ordering and delivery efficiently - freeing you up to focus on more important things. Below are the two simple steps to complete your set up for a stress-free picture day!

1. PROVIDE STUDENT/STAFF DATA

This needs to be done **2 weeks prior to scheduled picture day**. Details on what data is needed and format on the next page.

2. SEND EMAIL

Send an email out to all parents/guardians **1 week prior to scheduled picture day** so parents and students are ready and know what to do!



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1. PROVIDE STUDENT/STAFF DATA

Complete 2 weeks prior to picture day in order to successfully fulfill yearbook and admin services as well as parent's orders and picture day reminder emails. We request data for each student, faculty and staff. Please provide the following data digitally in CSV or Excel format:

- First Name
- Last Name
- DOB (students only to create password for online gallery)
- Grade
- Teacher (or Homeroom/Class)
- Parent/Guardian's Emails (max of 2)
- Parent/Guardian's First & Last Name (optional)

We use the standard data to match with images and deliver services and orders to the school and parents. Parent emails are used to send a limited number of notifications to parents regarding their upcoming picture day, as well as when the gallery is live and ready for orders. We NEVER release student data or emails outside our network. If anything that requires verification, we will reach out directly to the school to ensure proper care and privacy.

1. Send Parent Email

Complete 1 week prior to picture day in order to set parents and students up for success. We have provided an email template called "Photo Day Is Coming Soon" for you to send out to your families. It can be found via the Resource page of our website. Just insert the date for picture day in your email subject line and that's it!