



PICTURE DAY

Guide



2+ WEEKS BEFORE PICTURE DAY

- ☐ Make sure you are receiving emails from us! Contact your Sales Rep if you need assistance.
- ☐ Hang posters and update digital signs with Picture Day date information.
- ☐ Post about Picture Day on your school's Social Media pages or Parent Communication Apps.
- ☐ Submit your school data to your Sales Rep.

1 WEEK BEFORE PICTURE DAY

- ☐ Send Take Home Notices home.
- ☐ Post again about Picture Day on your school's Social Media pages or Parent Communication Apps.

THE DAY BEFORE PICTURE DAY

- ☐ Make an all-school announcement reminding students and teachers that "Tomorrow is Picture Day!".
- ☐ Remind parents one last time! Post on social media or parent communication apps and/or send a text.

PICTURE DAY

- ☐ Help students waiting in line look and feel their best by making sure:
 - Hair is fixed
 - Face is clean
 - Outfit is Picture Day ready
 - ID badges are removed
 - Necklaces are turned the correct way

**Our photographers have a No-Touch Policy, so we depend on you or volunteers to look out for these things.*

SHORTLY AFTER PICTURE DAY

Parents will receive an email with a link to view their student's picture and order online. This only applies if you submitted parent email addresses with your school data to your Rep.

2 TO 3 WEEKS AFTER PICTURE DAY

- ☐ You will receive Proof flyers with each student's image on them. Please distribute these as soon as they arrive.
- ☐ Let parents know Proof Flyers have been sent home. Post on social media pages or Parent Communication Apps and/or send a text with the Order Due Date, found inside the flyer.

HELPFUL LINKS:

***Please note this website should be used by the
Picture Day Coordinator or school staff only.***