

PREPAY 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.

	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				

1 WEEK BEFORE PICTURE DAY

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



DURING

- Give your photographer the returned order forms with payments so they know each families' preferences of how they would like their child photographed.
- All order forms are due to your photographer on Picture Day.

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!

3 WEEKS AFTER PICTURE DAY

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