

## *Before you call to make your appointment:*

- Please decide what session you will be taking. (see price list enclosed)
- Avoid new hairstyles right before the session.
- Eye Glasses will produce glares. Some optometrists will loan you empty frames for the picture or you can remove the lenses from your glasses. If you choose to wear your glasses, the glare can be removed for a retouching fee.
- Avoid large distracting patterns. Solid color clothing photographs best.
- Girls, we suggest your make-up should be a little heavier than normal, but not so much that you don't look like yourself, as the studio lights will wash out approximately 30% of the coverage.
- Tan lines will show. Avoid tanning or sun burning right before your session.
- Nails do show, so make sure they look nice.
- Don't forget to bring along jewelry and accessories.
- You may want to avoid very short skirts as they will restrict your movement and poses.
- Tan or White undergarments are best under the white gown. Prints and colors will show through.

## *Honor Society*

If you are in an honor society or graduating with honors, please ask the photographer for the honor stole that is worn with the cap and gown. This is optional and is not used for the yearbook or composite.

## *Studio Policies and Procedures*

- Digital Preview Viewing and Ordering
  - When you arrive for your session, a return appointment will be made for you to view your electronic images, make your yearbook selection, and/or order here in the studio. (your electronic previews will be ready approximately two weeks after your session)
  - If you would rather view your previews online you may pay \$25.00 to have the images online for two weeks. This \$25.00 fee is non-refundable and your previews will be removed after two weeks. Once your gallery has expired, a \$15.00 fee will be required if you would like your gallery to be re-uploaded.
- Finished Orders
  - When placing your order for finished portraits, a minimum payment of 50% is required (after the yearbook deadline - all orders are to be paid in full). Finished orders take approximately six to eight weeks. Please keep this in mind when planning your order so we can guarantee you have them in time for graduation.
- Retakes
  - If retakes are requested because of hair, expression, etc., another full session fee will be charged.