

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.
- Avoid large distracting patterns. Solid color clothing photographs best.
- Guys, be sure to shave the morning of your session, even slight stubble will show.
- 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. We do provide pearls.
- You may want to avoid very short skirts as they will restrict your movement and poses.
- Wear or bring a white T-shirt to wear under the tuxedo shirt.

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

• **Ordering Appointment**

- When you arrive for your session, a return appointment will be made for you to view your photo gallery, make your yearbook selection, and order your graduation prints.
- If you would rather view your gallery online, you may pay \$25 to have the images online for two weeks. **It is expected that all prints will be ordered at your complimentary studio viewing appointment or during your two week online viewing window.** Your online gallery will close after two weeks. Once your gallery has expired, a \$15 fee will be required if you would like your gallery to be re-uploaded.

• **Orders**

- When placing your order for portraits, a minimum payment of 50% is required. Online orders are paid in full at check-out. Finished orders take approximately eight to ten weeks.

• **Retakes**

- If retakes are requested because of hair, expression, etc., another full session fee will be charged.