

SCHOOL PHOTO CHAIR

Contact: Lisa Parker

Coffee Pond Photography

19 Strathmore Road

Natick, MA 01760

Phone 800-632-2323 x124

Fax 508-907-6634

Email: lisa@coffeepond.com

In August send an email to the WIS Communications Chair so that you can include an item about Photo Day in the first Whistle that goes out. Photo Day is very early, so you want to generate as much interest and publicity as possible. The email should be a reminder to parents that photo day is coming up the first month of school along with the date. You should also call Lisa Parker at Coffee Pond and let her know you will be the photo day parent contact for our school. You should also email Pattie Falber to let her know you will be the contact.

Let the PTO President know that you would like to speak at the first PTO meeting. You will need volunteers to help you during photo day and this a great opportunity to get them. The first PTO meeting of the year is usually packed with parents who are eager to get involved. Make a volunteer sheet and circulate it around the meeting. We broke down the slots into 2 hour increments, but if you prefer to have the same parents there all day that is fine as well.

Teacher/class sign ups---create another sign -up sheet with all the time slots so the teachers can sign up their classes. Email the teachers and let them know you have done this and where the sign -up sheet is hanging. You should also put a hard copy of the email in the teacher mailboxes. Not all the teachers read their emails. We hung the sign- up sheet on the refrigerator in the break room but received some feedback that not all the teachers go to the break room. You may want to hang the sign-up sheet near the teacher mailboxes in the main office. Once you have all the teachers signed up, you will need to create a schedule. Email a copy to Cheryl Churchill, Pattie Falber and Lisa Parker at Coffee Pond. You will need to keep a copy for yourself as well as the head photographer.

If the weather is good all the school photos should be outside on the lawn by the 3rd grade classrooms. There are typically 3 cameras set up to take individual photos and one camera that only took class photos. That camera was set up under the trees with risers. You will need to get in touch with the school custodian about getting risers. You should also touch base with Pattie Falber and let her know your plans. If the weather is not nice, you will need to take the photos inside. The best place to take the class photos is against the wall outside the LRC. You will need to check with Cheryl Churchill to see where there is an open classroom you may be able to use to take individual photos. Just remember, you need enough room to set up 3 cameras.

Purchase Forms—You will need to call Lisa Parker at Coffee Pond and let her know how many order forms you will need her to send. She can send them in your name to the school. Check with the front office and ask them to either print or email you a copy of each class list of student names. The front office will also need to send a list of student names to Lisa at Coffee Pond. Two weeks before your scheduled photo day, send the forms home with the students. If you send the forms home too soon, the families will lose them. You will need to give each teacher enough forms and a few extra for their classes. Any other extras can be placed by the PTO mailboxes in the main office. We also gave the teachers a manila envelope to collect the forms when the students returned them to school. Remember, some teachers will be new to our school and not familiar with how we do this, so please remember to include an instruction sheet for each teacher.

Photo Day—You should meet your head photographer in the main office at 7:15am. Get his/her name and cell phone in advance from Lisa Parker at Coffee Pond. He/she will want to get the lay of the land before the day begins. There is no longer a rain- day for Coffee Pond. The photographers carry green screens with them. If you do the shoot in doors, they will set up the green screen behind the students and teachers and Coffee Pond will drop in a picture of fall foliage back at their studios. As of now, they do not have a green screen big enough for the class photos. But, the wall by the LRC is fine.

Lunch—we purchased sandwiches, chips and drinks for the volunteers out of our own pockets. We got the food at Costco the day before and put the sandwich tray in the staff refrigerator that morning. Just make sure to label the food for photo day so no one else eats it.

All Staff Photo—The all staff photo is taken at 8am. Have Cheryl Churchill send out a blast to the staff the day before to remind them. She should also make an announcement over the public address system just before the photo. Not all the staff shows up, but you do get a good representation. This is also a good time to have the staff take individual photos if they are available. So have one of your photographers available to do this.

Staff Photos—For those staff (and there are many) who do not get their photos taken in the morning, they can come any time of day and just squeeze them in. Make sure the Principal and Assistant Principal get their photos taken as they will also be used for the yearbook. Coffee Pond offers all staff a free all staff photo as well as a 5x7 individual photo and some wallet size photos.

5th Grade All Class Photo—If you choose to take this photo by the stage in the Cafetorium, you need to check with Cheryl Churchill to make sure the room is not booked for something else. **You need to have Pattie Falber's permission to do this.** You will also need a tall ladder for the photographer to stand on while taking the picture. **Do not leave the ladder unattended, it is an insurance liability for the school. When you leave the bleacher area, take the ladder with you.** Have the teachers line their students up in size order from tallest to smallest before they leave the classroom. You will have the photo taken with all the children grouped together as well as a second photo with a break in the middle for the yearbook. The all class photo is time consuming so either take it at the beginning of the day (after the staff photo) or at the end of the day. It takes all the photographers and the chair people to organize the students.

Last Call—Make sure to have an announcement made over the PA system to all teachers that this is last call before the photographers pack up for the day.

Re-take day—After photo day, you can call Lisa at Coffee Pond and book your retake day. You should also put a pencil hold on a date for the next year at that time. Check with Pattie Falber to make sure whatever date you pick works for her before you firm it up. Don't book retake day or the next year's date for a Monday. Parents tend to forget over the weekend and the students don't look their best.

You do not need any volunteers for retake day. You and the co-chair can handle all the traffic. Usually about 10% of the student body has their photos retaken. You can call the students down by grade or however you wish to set it up. Cheryl Churchill can make announcements over the Public address system. Just make sure you don't bump up against the lunches. The children should bring their unwanted photos with them to turn into the photographer.

Sorting the Photos---about 5-6 weeks after photo day, you will get a package delivered to the school with all the photos. They will be sorted for the most part, but you need to double check against the school master student list. All students get a class photo, whether or not they ordered an individual photo. You can then leave the photos in the teacher mail boxes.

5th grade all class photo orders--- The 5th grade has a panoramic photo taken that they will receive as a moving up gift from the PTO. This photo needs to be arranged with the school and 5th grade team. In the spring the photos will be sent to school in tubes that you will need to distribute to the teachers

Power School CD—Coffee Pond will send you a power school CD which has the photos of all the students. They will also send 2 sets of sticker sheets with the student photo and student name next to it. Give all that to Cheryl Churchill as the school needs it. Although, photo day is a nice way for the parents to have a keepsake of their child, it also satisfies a state requirement that every student have a current photo on file with the school.