

School Photo Coordinator

Activity: Beeks has multiple school photo sessions each year--Fall and Spring school wide photo sessions, makeup days for each session, and class photos. Mr. Mefford sets the dates with Life Touch and transmits the class information to the photographer. The photo coordinator sets up the schedule on the appointed days and assists the teachers and photographer as needed.

people needed: chair + 2-6 assistants on the different picture days.

Job description (chair):

- Find volunteers to help on picture days. Usually 2-3 people per camera works out best. Re-Take Day and Class picture day will only require 1-2 volunteers.
- Assign picture times for the teachers. Post one listing in the teacher's lounge and e-mail a listing to the teachers. No less than 20 minutes per class...25-30 minutes is preferable. Be aware of lunch times. A sample schedule is posted at the end of this document.
- Make sure that, per the schedule, each LifeTouch staffer/PTO volunteer has the right white cards for the classes with which they will be dealing.
- For Fall pictures only, money must be turned in with the child's white card. Parents are welcome to buy online if money wasn't turned in.
- For Fall pictures, different poses are an option. Try to have the teachers line the kids up so that all kids with one type of pose are together in line.
- For Spring pictures there is only one pose, except 5th graders will take promotion (cap/gown) pictures at this time. Send a flier home encouraging parents to send their 5th graders in a white collared shirt. The photographer will have one but it takes more time if they have to be used.
- For class pictures have teachers line the kids up by height ahead of time to make things go faster.

Time commitment (chair): 1-2 hrs for setting up schedule + being present on picture days (see assistant job below).

Job description (assistants):

- Make sure each child has a white card and looks their best for the picture. All extra white cards or payments go to Mr. Mefford.
- If 2 photographers, watch both lines. If one starts to get really slow, move a class to the camera that is going faster. Teachers get upset if they spend a ton of time in line waiting for pictures. The goal is to help facilitate picture day and minimize loss of classroom time.

Time commitment (assistants):

- Fall/Spring Picture days (1 day in Fall and 1 day Spring): 4-5 hrs (typically 8:30 AM - 1 PM)
- Makeup picture days: 1-2 hrs
- Class Photo Day:

A sample schedule:

**Margaret Beeks Picture Day Schedule
October 4, 2011**

<u>TIME</u>	<u>Upper Grade Hallway – Room TBA</u>	<u>Lower Grade Hallway – Room TBA</u>
9:05	Ms. Mach	Ms. Davis
9:25	Ms. Williams	Ms. Stitt
9:45	Ms. Sams	Ms. Linkenhoker
10:05	Ms. Peterson	Ms. Rawlins
10:25	Ms. Martin	Ms. Ridgley
10:45	Ms. Ehsan	Ms. Wiggert
11:05	Ms. Kruckow	Ms. McGuigan
11:25	Ms. Law	Ms. Alden
11:45	Ms. Poff/Ms. Burke	Ms. Crowder
12:05	Ms. Ross	Ms. Roethlisberger
12:25	Ms. Snair	Ms. Salyers

In order to get through pictures as quickly as possible please have your children lined up in order of picture pose and please have their order forms ready for them to give to the photographer. We have tried our best to accommodate lunch and specials in compiling our class picture times. If you have questions or concerns please contact Yvonne Clark at 557-1292.

Thank you for your patience and understanding during Picture Day. We know this is a disruption to the day and we try our best to make the day run as smoothly as possible.

MARGARET BEEKS PTO