

Please help us ensure we plan for your photography day perfectly by returning this schedule **14 days prior** to the day.

Please email carminda.c@advancedlife.com.au or fax 3216 8850

School Name	Graceville State School – Group 2		
Photography Date	13/06/2019		
Completed by	Lisa McKeaten		
Group Location	Hall	Portrait Location	hall

IMPORTANT INFORMATION ABOUT THE DAY

Duty of Care / Supervision - Students must be under direct supervision of a School staff member at all times. Photographers have been instructed to seek immediate supervision should they find students are unattended at either group or portrait stations.

Arrival - For Primary / Junior School setup our team will arrive 75 minutes prior to first photograph. For High / Senior School setup our team will arrive 90 minutes prior to first photograph.

Scheduling - The following is a basic guide and times may vary on the day due to the size of groups. Times are based on students' time at the group station/s. Additional time for portraits will be required.

Please allow 15 minutes for all classes Year 2 and below.

Please allow 10 minutes for all class groups above Year 2.

High / Senior schools with single year groups, please allow 45 minutes per year.

High / Senior schools with split year groups, please allow 55 minutes per year.

Please don't forget to let us know when you would like us to photograph family / sibling photographs too.

Photographers' Breaks - We have a duty of care towards our photographers to ensure they have breaks scheduled during the day. Please schedule 10 minutes with no groups or portraits at recess and a minimum of 30 minutes or 2 x 15 minute breaks with no groups and portraits around lunch, to give our team the opportunity to have a quick drink, something to eat and a bathroom break.

Two Teams - Our larger schools are scheduled with two teams. If you have discussed a double setup with our Client Service Officer, please complete two of these forms - one for each setup. If in doubt, please don't hesitate to call our office on 02 9905 6688.

Special Requests - Our photographers are looking forward to helping your day run smoothly. Please let them know if there is any way they can be of assistance. Photographers will not however have information pertaining to other scheduled days, deliveries, proofing etc - any of these types of queries will need to be referred to your Client Service Officer.

A VERY IMPORTANT REMINDER

[illegible]

If we are photographing portraits on this day please send your students' data immediately. We will not be able to attend your photography day if we do not have the student data at least 3 working days prior to photography day [though 7-14 days prior to photography day is preferred].

Thank you

