

ALTERNATE PHOTOGRAPHY LOCATIONS

1. If a family would like to photograph, but is unable to make one of your sessions, they can go to **another organization location**, photograph there, and **end up in your pictorial directory**.
2. **Fill in #1**
 - a. Account Number
3. **Fill in #3**
 - a. Directory image background color
 - b. Check appropriate box (vertical or horizontal)
4. Give a "Visitor Appointment Card" to each family needing to go to another location.
5. **Make a list** of families that you have given a card to for a cross reference later to make sure they get into your directory.
6. The family then calls Lifetouch Customer Service at the 800# on the card and they will assist your families in finding a date, time and location that works best.
7. The family then records this portrait session information on the card and photographs at that session.
8. **IMPORTANT:** The family **MUST HAVE** your **ORGANIZATION ACCOUNT NUMBER** when going to another location.
9. Once a family photographs at another location, **they need to record their sitting number from their receipt on the card and call Lifetouch Customer Service again**. Lifetouch will need this number to ensure the portrait is made available to them and for proper placement.
10. Once the proof book comes out, using you list of families that you gave a card too you will cross reference to make sure they ended up in your directory. If not you will need to call the family and follow-up.

NOTE: WHEN YOU SEND IN YOUR DIRECTORY LAYOUT, YOU CAN INCLUDE THE ABOVE LIST FOR THE DESIGN TEAM SO THAT THEY CAN CROSS REFERENCE EVERYONE WHO WENT TO ANOTHER LOCATION AND MAKE SURE THAT THEY END UP IN YOUR DIRECTORY.

LIST OF THOSE WHO RECEIVED A VISITOR CARD

- | | | | |
|----|-------|-----|-------|
| 1. | _____ | 6. | _____ |
| 2. | _____ | 7. | _____ |
| 3. | _____ | 8. | _____ |
| 4. | _____ | 9. | _____ |
| 5. | _____ | 10. | _____ |