

Host Instruction Sheet

Your Lifetouch Team names:

Basics

- Keep all paperwork in numerical order
- Please print legibly with black pen
- Remind families their **total** session time may be 60 minutes
- Do not register the family until all of the family members for the portrait are present
- Ask for and confirm correct name spellings
- Keep completed sitting cards at the check-in desk for the photographer

Check-in Steps

Fill out page 2 of the Lifetouch portrait sitting card. See back for questions and answers & an example of a completed sitting card.
Note: The information gathered on the card is the information that is used to populate the upcoming printed or electronic directory.

Appointment time _____

1 **Host: Place label here or PLEASE PRINT CLEARLY**

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

2 **Directory Caption Information – PLEASE PRINT CLEARLY**

Last name _____

Adult 1 _____ Adult 2 _____

Children/other adults – From oldest to youngest. Note “NP” if not pictured

1 _____ 2 _____

3 _____ 4 _____

5 _____ 6 _____

3 **Clothing Color Description** used for verification purposes

Adult 1 _____ Adult 2 _____

Staff Not For Publication Resit Visitor – fill out section below

SC **Visitor Information**

Organization you belong to _____

Account number _____

City _____ State _____

4 Authorization for customer printed and electronic publication _____ Lifetouch employee signature _____ Date _____

By signing, you are authorizing Lifetouch to include your image, name, address, phone number and email in your organization's directory, to be published electronically and/or in print and distributed by physical, electronic or wireless transmission as determined and authorized by your organization.

Barcode: 00000001

Order Summary

Sales total	_____
Handling	_____
Comp to home (\$3)	_____
Sub total	_____
Tax	_____
Total	_____
Amount paid	_____
Sub total	_____
COD (add \$12)	_____
COD tax	_____
Balance due	_____
<input type="checkbox"/> cash <input type="checkbox"/> check* <input type="checkbox"/> credit	
CO code/misc	_____

sample—subject to change

SC

Special Circumstances

For all special circumstances please complete steps 1-4 and check the appropriate boxes.

Staff – Check the staff box for any staff member being photographed – even if the staff member is being photographed with other family members. A Staff Planning Form should be available to help you properly check-in staff. Inform the photographer when a staff member is being photographed so the proper portraits are taken.

Not for Publication – Check this box if a person/family wants to be photographed but not included in the printed and/or electronic directory or if they are a guest of your organization and will not appear in the directory.

Resit – Check this box if a person/family is being re-photographed after their images were sent to Lifetouch. The person/family will know they are a resit.

Visitor – Check this box if a person/family is having their portrait taken at your location and they are to appear in the directory for another organization. The Visitor Information section on the sitting card **MUST** be filled out. Remind the family/individual to follow the instructions on their visitor card.

1 Place an address label on the card. If phone number and/or e-mail address are not preprinted on the labels, please add them.

2 Print the correct spelling of the family members with children listed from oldest to youngest. Do not include middle names. This information will be printed in the directory so accuracy and spelling is very important. If a family has members that are not present for the portrait, yet still want listed in the directory, include those names and write “NP” next to each name.

3 In the “Clothing Color Description” section, describe the main outfit color of the adults (only up to 2 descriptions are necessary). The purpose of these descriptions is to verify proper directory placement.

4 Have the person/family adult sign the card authorizing the publication of their image and information.

Sitting Card example
for the family shown below



Appointment time 5:30
Host: Place label here or PLEASE PRINT CLEARLY
 Name Joe Smith
 Address 123 Elm Road
 City Dayton State OH Zip 34567
 Phone 321-123-4567 Email smith@email.com

Directory Caption Information – PLEASE PRINT CLEARLY
 Last name Smith
 Adult 1 Joe Adult 2 Linda
 Children/other adults – From oldest to youngest. Note "NP" if not pictured
 1 Michael 2 Matthew
 3 _____ 4 _____
 5 _____ 6 _____

Clothing Color Description used for verification purposes
 Adult 1 white shirt Adult 2 white shirt

Staff Not For Publication Resit Visitor – fill out section below

Visitor Information
 Organization you belong to _____
 Account number _____
 City _____ State _____

Joe Smith

Julie Lund

Authorization for customer printed and electronic publication

Lifetouch employee signature

By signing, you are authorizing Lifetouch to include your image, name, address, phone number and email in your organization's directory, to be published electronically and/or in print and distributed by physical, electronic or wireless transmission as determined and authorized by your organization.

Questions & Answers

Q: How are the appointment times determined?

A: Lifetouch attempts to ensure families are given time slots that best meet their needs. Generally, the best times for:

Families of 3 or more: Monday-Friday, 5:30 p.m.-8:50 p.m.
 or Saturday 10:00 a.m.-4 p.m.

Families of less than three, retirees, single-member households, and those with flexible schedules:

Monday-Friday, 2:30-5:20 p.m.
 or Saturday, 10:00 a.m.-4:00 p.m.

Q: What should I do if a family does not show up for their scheduled appointment?

A: Call the family immediately. If they have forgotten and an alternate time slot is available that same day, ask if they can come in at the open time. If no appointment is available, the Telephone Committee Coordinator should reschedule the family for another date.

Q: How are families reminded of their appointment??

A: Your organization may have chosen to have Lifetouch send automated reminder calls. Lifetouch automated reminder calls go out 1-2 days before the appointment. A reminder email is also sent three days before the appointment if online scheduling was used to make the appointment and the family provided an email address.

If your organization did not choose to have Lifetouch send automated reminder calls it is particularly important that your organization makes reminder calls. Please have your hosting committee call each family 1-2 days before their scheduled appointment. Please help reschedule anyone with scheduling conflicts or direct them to the appropriate scheduling committee person.