

# Staff Photography Planning Form



for your upcoming directory

Many organizations include staff images in their directories. Use the form below to list all your staff members to be photographed by Lifetouch. **Keep a copy of the completed list at the host table at your photography event. This list will help your host work with the Lifetouch photography team to properly photograph your staff members.**

Fill in the information of the staff members and dates of photography (if known):

Name of Staff Person	Photography Date
ex. Barb Smith	June 3

### Host instructions

- As you check-in your families for photography, your organization’s staff members may or may not identify themselves as a staff member. Use this list as a cross-check as you check-in your families to verify if they are staff members.
- When checking in a staff member, mark the sit card accordingly–check the **Staff** box for any staff member being photographed (even if the staff member is being photographed with family members).
- Inform the photographer when a staff member is being photographed so the proper photographs are taken.

Call Lifetouch Customer Service at 1.800.521.4611 with questions