

## **SCHOOL PHOTO DAY PREPARATION**

*To help ensure that your School Photo Day proceeds as smoothly as possible, we have detailed below some helpful hints for your consideration. We hope this information will assist you when preparing your photography schedule.*

### **PREPARATION PRIOR TO PHOTOGRAPHY DAY**

#### **Schedule**

There is a schedule to fill out on the last page of this document. To ensure we can meet all of your photography needs, please fax or email your photographic schedule to our office ONE WEEK prior to your Photo Day.

#### **Group Photo Location**

Unless you specify otherwise, we will always endeavour to take group photos outdoors. Please ensure, however, that there is an appropriate indoor area available in the event of inclement weather. The school hall/gym is ideal to accommodate larger groups of approximately 50 or more, while the library or similar sized classroom may suit the normal class size groups. The room/s should be made available for the entire day to enable our photographer/s to complete the school's photographic schedule efficiently.

#### **Portrait Location**

We will establish a mini-studio with appropriate lighting etc, in an appropriate internal location. The portrait room/area requires two power points, good access, (ideally an entrance and exit from separate doors/directions) and should be as close as possible to the group photo area.

**Other details for your consideration include:**

1. The appointment of 2 monitors to assist as runners, thereby helping maintain a smooth flow of the schedule. Both need copies of the Photo Schedule, School Timetable and list of rooms from which to retrieve classes. The 2 Monitors are usually School Captains or 2 responsible and reliable students.
2. No other function or activity should conflict with photography on the day.
3. Availability of chairs... Class groups will require 8 – 10
4. Rooms should be available at least 30 minutes prior to photography commencement to enable photographers to set up equipment.
5. Avoid having onlookers, such as parents, other students or teachers to eliminate distractions.

**ON THE DAY**

**Timing of Classes**

We will be sending two photographers to your school. One will be responsible for group photos and the other for individual portraits.

Students will have their individual portrait photo taken first, Photographed in alphabetical order by surname. The class group photo will be taken after the portraits. A second class should be assembled and waiting quietly while the first class is being photographed. As you plan your schedule, we suggest that you begin by sending two classes then followed by one class every 10 minutes.

Allow these approximate times for photography:

Prep and Grade 1 ..... Approx 15 mins  
Groups of 25 – 40..... Approx 10 mins  
Groups of 40 – 80..... Approx 20 mins

**Group preparation**

Please have students line up in height order tallest to shortest. Where you are able, students should be encouraged to ensure their hair, clothing and general appearance is clean and tidy.

### **Staff Photograph**

It is preferable that you schedule the staff group at the beginning of Photo Day (particularly in hot weather). We recommend having the staff photo at approximately 8:30am – 8:45am so teachers on yard duty etc don't miss out!

### **Large Groups**

It is also best to schedule large year level groups at the beginning of Photo Day.

### **Uniform Standards**

If your school has any specific uniform standards; i.e. jumpers on/off, no facial piercings, t-bar shoes only in front row etc, please inform our photographers as we always strive to present the school standards in the layout and design, ensuring a well balanced and symmetrical photograph.

It would be of great benefit to have a staff member with suitable authority to assist and enforce any specific uniform requests on Photo Day.

### **Name Sheets**

You will be very pleased to know that our unique system of operation does not require your teachers to fill out name sheets. We will have received student names as a text file from your school and entered the information to suit our processing systems. Student name cards in class groupings will be handed to you by our photographers on the day.

Please arrange to have these distributed to students immediately before their group photos are taken.

### **Whole School Photographs**

Spargo Photography provides your school with one complimentary Whole School Composite photograph. For schools with an enrolment below 200 students, Traditional Whole School Group photographs can be organised by prior arrangement. Whole school groups are usually taken once all class and individual photographs have been completed.

*Groups larger than 200 require specialised equipment, and therefore additional costs may apply.*

**SPARGO PHOTOGRAPHY SCHOOL PHOTOS  
SCHEDULE**

SCHOOL: \_\_\_\_\_

PHOTOGRAPHY DATE: \_\_\_\_\_

STAFF MEMBER IN CHARGE: \_\_\_\_\_

HELPERS NAMES: \_\_\_\_\_

TIME	CLASS	NO. OF STUDENTS	TIME	CLASS	NO. OF STUDENTS