

Church: \_\_\_\_\_ City: \_\_\_\_\_ Acct # \_\_\_\_\_

Image Range: \_\_\_\_\_ Last Sit #: \_\_\_\_\_

# PHOTO SESSION ENVELOPE

## STEP 1: FACILITY PHOTOS

1. Schedule Time for Activity Photography Scheduled for - Date: \_\_\_\_\_ Time: \_\_\_\_\_

2. Choose what photos you want taken of the exterior & interior below: CD ENCLOSED: \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____

## STEP 2: STAFF PHOTOS TAKEN DURING FAMILY PHOTOGRAPHY

1. Church - Enter all staff members' names to be photographed for directory; return to photographer prior to start of photography.

2. Church - Choose Background Color for Staff. \_\_\_\_\_

3. Photographer - Write staff image selected by each staff member's name below.

Staff Name	Frame Selected	Staff Name	Frame Selected

## STEP 3: TOTAL NUMBER OF FAMILIES PHOTOGRAPHED

1. Photographer - Write date and total sits for each day of photography below less staff only and walk-in's

2. Photographer - Following last photography appointment, burn all staff images, interior and exterior shots to CD

3. Photographer - Total sittings for each day of photography and enter total below

4. Photographer - CD of interior and exterior shots in envelope

5. Photographer - Give completed envelope to Program Coordinator or Hostess on last day

DATE	# PHOTO'D	# WALK IN'S	# NFD	DATE	# PHOTO'D	# WALK IN'S	# NFD

TOTAL # NFD'S

TOTAL # WALK-IN'S

TOTAL PHOTOGRAPHED

## Bring envelope to Design Meeting and submit to Universal with your layout materials.