

CHECKLIST

How to Prepare for Picture Day

At Littles Photography, we work hard to manage all the logistics and moving parts of picture day so you don't have to. Staying on schedule and keeping our commitments is super important to us. But we need your help so everyone knows their part. Here's where you come in!



1 MONTH
BEFORE

SPREAD THE WORD

- + Send our ["It's Almost Picture Day!" flyer](#) to your families.
- + Hang the flyer around your school or use your Littles Posters. [Print new dates here.](#)
- + Check out our [School Resources](#) page for other tools.

EMAIL US YOUR DIGITAL ROSTER

- + Include student's:
 - First & Last Name
 - Class Name
 - Teacher(s)
 - Parent's Name, Email Address & Phone #
- + Don't forget to include teacher's info as well!
- + Use [this template](#) to format your school roster or use our secure [school portal](#).



1 WEEK
BEFORE

PREPARE YOUR TEACHERS

- + Send all your teachers and staff our [Teacher's Guide](#).
- + Send all your teachers the picture day schedule so they know when to bring their students to the photography area.



PREPARE A SPACE

- + We need an 8'x12' area for us to setup our mobile studio.
- + Clear away shelves, tables and play things.

PICTURE
DAY

LET US IN

- + Ensure a staff member is at the school 30 minutes prior to the start of pictures to let us into the building.
- + For larger schools with 225+ students we will have 2 or 3 photographers and will need 45 minutes to setup.



We so appreciate your help!
Sincerely,

NICKIE GRAYBILL & THE LITTLES PHOTO TEAM
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LITTLES
• PHOTO •