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PRESCHOOL PORTRAIT SESSIONS

PROCESS AND ORDERING GUIDE



HELLO, HELLO, HELLO!

If you're reading this, we're most likely booked for a school portrait session together. Let me just start out by saying, this is going to be amazing!

Before the portrait days get here, I wanted to get in touch with an overview of the process and what to expect to ensure portrait day is the best it can be.

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SUMMARY & TIMELINE OF *picture day*

ROSTER → ANNOUNCE → REMINDER → SHOOT
DAY QR CARDS → SEND QR HOME IF NOT
REGISTERED.

- One month prior: School provides student names, class/teacher, and parent emails to auto-register families for portrait updates.
- If emails aren't available, families can register via QR code or link.
- School graphic: You'll receive a shareable announcement (JPEG) with key dates.
- This includes a link for parents to reserve sibling/makeup sessions (if offered).
- 3 days & 1 day prior: Registered parents get a reminder with "Preschool Portrait Day Tips."
- Portrait day: Teachers receive a group-arrangement template (if applicable) and individual QR cards for each student.
- After portraits: Students take home their QR card to access their gallery.



SUMMARY & TIMELINE OF *picture day*

FRIDAY DROP → TWO SUNDAYS OF SAVINGS →
SCHOOL DELIVERY ≈ 2-3 WKS → LATE PRINTS
SHIP HOME → DIGITALS = INSTANT
GRATIFICATION.

- Release: Galleries go live on a Friday within 2-3 weeks of picture day.
- Registered parents are emailed; the school gets a notice to share.
- Savings window: Special Discounts- from release until the second Sunday, 11:59 PM and free delivery to school for 14 days.
- After the window: Ordering stays open until the gallery is archived; standard home-shipping fees apply.
- School delivery: Batch print orders arrive at the school ~2-3 weeks from end of free shipping.
- Home delivery (post-window): Prints typically arrive in 1-2 weeks to parents' homes.
- Digitals: Instant download anytime until the gallery is archived.

NOW IF YOU NEED MORE DETAILS ON THE
ABOVE... KEEP ON READING 😊



• Within 2-3 weeks of picture day



orders will be delivered to school



WHAT TO *expect*

PICTURE DAY - ONBOARDING

Option 1: For the most hands off approach. I will need a detailed list of all students with class/teachers that will be photographed and their parent's emails if that does not pose a conflict.. No later than 2 weeks from portrait day.

Please use the EXCEL file [HERE](#) and email the completed file to karen@karenlegerphotography.com.

The benefit of this provided email list:

- QR codes are created for each child photographed and linked to the parent for a private gallery.
- Parent's can select if they want sibling portraits captured and can schedule directly through a booking calendar with your specific times. Just notify me of the times to set up the calendar.
- Portrait Day is announced to parents about 2 weeks prior or on your date given.
- 3 days & 1 day before - Parents are reminded of Portrait Day date.
- Once their individual proof gallery is live, parents are notified by email.
- Parents are sent reminders of deadlines for discounts, free shipping and ordering.

continued below...



WHAT TO *expect*

PICTURE DAY - ONBOARDING CONTINUED....

“Announcing Portrait Day” graphic is created for the school to send out to parents on notification platforms.

Option 2 - If you cannot provide a list of parent’s emails in advanced do not worry. In the above graphic as well as a “Gallery is Ready for Viewing” announcement will be made for the school to send to parents.. Both will contain a QR code for parents to register to view their gallery when it is available.

Option 3 - No emails provided and parents do not register through the graphic - Parents can access the galleries by the QR Code Card that is sent home after portrait day. This takes more reminding from the school as parent’s do not pay attention to the QR code or lose it after logging in but failing to register..




PICTURE DAY - ONBOARDING CONTINUED...

This is a copy of the QR Code Card that will be sent home for reference.

In the case of new students that need to be onboarded before Portrait Day, just send me the info on the EXCEL sheet or in email. I will check in close to the day to see if there are any new students.

Also, if there are some kids that just happen to be new the day of Portrait Day... I will have blank cards to add their name that can be sent home. .

I will also provide a PDF of QR codes to the school in case of lost in transit to the student's home.



Photos of _____ Class/Group/Teacher _____

1

Visit your photographer's online shop

shop.karenleigerphotography.com

2


Enter your personal access code

79BVX88B

3


Discover products

Order your favorite photos!




Access to your photos!
Please hold onto this!

Coupon
5% discount
for a min. purchase of \$30





Coupon code
29285648

Valid until 05/04/2025



#JOB0002 - #1, 19 - 79BVX88B

Don't feel like typing?
Just scan your QR code and
you're ready to go!

Questions about how to order?
 469-693-0768
 karen@karenleigerphotography.com

DAY OF SCHOOL PORTRAITS

I will arrive promptly to start photographing children. You just tell me what time you want to start, and I will be ready. Details will be in the agreement to fill in..

As the teachers come out, it is best to do the group photo first. The littlest of kids are less wiggly at the beginning of their session as a whole. Then move on to individuals. If you feel it is best to change the flow, I will follow your lead..

I will use the list of children's names by class and create group templates for teachers to position the children for the best outcome on the group portraits. The template will just be space arrangement, not by specific name. It will be ideal for teachers to have kids lined by height.

I will provide to the teachers a QR code card for each child. As the child is ready to be photographed, the teacher will hand the designated card to the child so I can take a picture with them and the QR code.

This is important as it lets me know who each child is and sorts their portraits into private galleries. .

Siblings will follow the same, all kids will have their cards in hand to document names. Each child only has one card.

Once the child is done, the teacher takes the cards and sends them home to the correct parent. This is just a reminder that portrait day happened and they can log in to see their child's gallery when available. This is important for when I cannot get the emails ahead of time so parents can view their gallery.

Parents who registered via email provided by the school or through the QR code/URL will receive an email once the proof galleries are ready.

I will notify the school with the URL once the gallery is live.

AFTER PORTRAIT DAY

Galleries will be available for viewing within three weeks from the last date of picture day. Galleries will be released on a Friday.

Coupons are available the first week (7 days) of gallery release.

Print delivery to the school is available for 14 days and will end on Friday..

Any print orders placed after free shipping deadline will have an additional shipping fee to the parent's home.

All print orders placed prior to free shipping expiring will be delivered to the school to pass out to the students.

All digital file orders are delivered to the parent usually immediately although It can take up to 24 hours. Parents will need to download the images and save them before the gallery archive date as noted in the email.

Galleries will be accessible for the designated time frame:

Spring Galleries: Until End of May

Fall Galleries: Until end of December





thank you

Thank you so much for taking the time to read this guide! You may still have a few questions bouncing around in your head, so give me a call or shoot me an email and we will work through all the things: locations, props, Plan B's, and start times.

Most importantly, Plan B's for that Texas weather!

The photos are going to be amazing. I can't wait!

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