

# HOW TO: FOR A SUCCESSFUL PICTURE DAY

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## - PRE-ORDER ONLINE -

Hello, and we thank you for choosing Designer Portrait Studio! Below is a guide to help you be prepared to have a successful picture day. We encourage you to come to picture day with your forms filled out and ready to go. Feel free to contact us if you have any questions. Now, let's get started:

### – MOST IMPORTANTLY –

**EVERY PERSON (EVEN THOSE NOT ORDERING)** will have their individual photograph taken at your event, so everyone **WILL NEED A FORM IN HAND ON PICTURE DAY.**

**\*\*FORMS MUST BE FILLED OUT IN THEIR ENTIRETY\*\***  
*TO ENSURE THE ACCURACY AND TIMELY DELIVERY OF YOUR ORDER*

**\*\*TRADER CARD INFO NEEDS TO BE INCLUDED ON YOUR FORMS IF ORDERING PACKAGES: E, M, OR DESIGNER PACK\*\***

**PLEASE SELECT FROM THE FOLLOWING FOUR CATEGORIES THAT APPLY TO YOU:**

- **CATEGORY 1 - NOT ORDERING ON PICTURE DAY**
- **CATEGORY 2 – PREPAYING ONLINE**
- **CATEGORY 3 – PAYING WITH CASH, CHECK, OR CREDIT**
- **CATEGORY 4 – COACH**

## - CATEGORY 1 - NOT ORDERING ON PICTURE DAY -

Although you will not be ordering pictures, an individual photograph will be taken for everyone within your organization. Below is a short form you can print, fill out, trim, and bring to picture day. (We will have extra blank forms available on location for those who are unable to print theirs prior to arrival.)

trim

JPG PLAYER SLATE	<b>PLAYER NAME:</b> _____
	<b>EMAIL*:</b> _____
	<b>PARENT NAME:</b> _____
	<b>PHONE:</b> _____
<b>*REQUIRED</b>	

trim

## - CATEGORY 2 – PREPAYING ONLINE -

If you have not already pre-ordered your pictures, you can do so at:

[- PRE-ORDER ONLINE -](#)



Once you have received your online order confirmation, **you will need to print, fill out, and bring the below form to picture day.** (If you have trouble printing your form prior to arrival, please make note of the Package you ordered along with the confirmation number of your online order, and we will have extra blank forms available on location for those who are unable to print theirs prior to arrival.)

trim

STANDARD														YOUR PACKAGE CHOICES												
BUDDY JPG		ATHLETE													PACKAGE	QTY	PRICE									
	FIRST NAME																									
	ATHLETE																									
	LAST NAME																									
JPG		E-MAIL													<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: center;">TOTAL PAID \$</td> </tr> <tr> <td colspan="3" style="text-align: center;">CASH, CHECKS, &amp; CARDS ACCEPTED</td> </tr> <tr> <td colspan="3" style="font-size: small;"> ENCLOSE EXACT AMOUNT. NO CHANGE GIVEN.  MAKE CHECKS PAYABLE TO DESIGNER STUDIO.  INFORMATION WILL NOT BE SHARED WITH ANYONE. </td> </tr> </table>			TOTAL PAID \$			CASH, CHECKS, & CARDS ACCEPTED			ENCLOSE EXACT AMOUNT. NO CHANGE GIVEN. MAKE CHECKS PAYABLE TO DESIGNER STUDIO. INFORMATION WILL NOT BE SHARED WITH ANYONE.		
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		<div style="background-color: yellow; padding: 5px;"> <b>ONLINE ORDER CONFIRMATION #</b> </div>																								

trim

### **- CATEGORY 3 – PAYING WITH CASH, CHECK, OR CREDIT -**

We will have blank forms available on location for those customers wishing to pay with cash, check, or credit. If your organization pre-delivered forms to you, then you will need to bring the form along with payment. **Important details are as follows:**

**-Our onsite staff does not carry cash, so please include exact payment.**

**-Checks should be made out to Designer Studio, and they should include a phone number for reference.**

**-Credit Card Entry slips are located just above the envelope portion of our forms. You can cut these out and place them into the envelope provided with your form. The charge will appear on your account as Designer Studio from Lake Stevens, WA. *\*\*Please be sure to include your contact phone number along with BOTH THE EXPIRATION DATE AND SECURITY CODE to ensure accurate and timely delivery of your order.*\*\***

## - CATEGORY 4 – COACHES -

Hi Coach! You will need to fill out a form for your team upon arrival, so we encourage you to arrive early and check in at the main tent.

**\*\*MAKE SURE TO READ BELOW FOR YOUR FREE PRINTS\*\***

As a Thank you for what you do, we provide a free 8x10 team photo for you! Along with this benefit, if you are purchasing a Package for your own player, please take advantage of our free 5x7 buddy photo opportunity. Simply print, fill out, trim, and bring along the below form and step in for a photo immediately following your player's individual picture. (We will have extra blank forms available on location for those who are unable to print theirs prior to arrival.)

trim

JPGPLAYERSLATE

### COACH BUDDY PHOTO

**NAME (COACH):** \_\_\_\_\_

**EMAIL\*:** \_\_\_\_\_

**PACKAGE J**

**\*REQUIRED FOR FREE 5X7**

trim