


GRAD PRE-PHOTOGRAPHY CHECKLIST

Complete these items to be prepared for your photography session.

- Confirm Your Photography Session**
Simply go online to confirm your session. www.dpcpix.com. 
- Post Sign-Up Poster(s)**
Post the Sign-Up in a place where all members can access it.
- Reserve a Room**
 - ✓ Digital Pix will need a room 20'x18' in size, with a minimum ceiling height of 8'
 - ✓ First floor or elevator access.
 - ✓ The room must be available at least 1½ -hours before and 1-hour after your scheduled times.
 - ✓ We need 2 tables large enough to accommodate the computer equipment.
- Complete Paperwork for Photographer**
Please complete, verify information on the enclosed, and hand all forms to the photographer. Questions? See your photographer or visit our website.
 - ✓ Composite Construction Form
 - ✓ Officer List
 - ✓ Picture Chairman Form
 - ✓ Member Roster
- Photography Session Attire**
 - ✓ Digital Pix does not provide gowns or professional attire for your session.
 - ✓ At least 2 caps, gowns or other specialty clothing must be available during the session.
- Class Pin**
Please be sure that the pin is worn correctly and is visible in the finished photographs. Pins should be worn on left side, slightly higher than a nametag. At least 2 Pins must be available.
- Insignia/Logo**
New customer? Please email a high resolution, digital insignia/logo to our graphics staff if you wish to have an insignia appear on your composite. Graphics should be 6" square at 300 dpi. Email graphics@dpcpix.com.
- Cancellation Policy**
Groups cancelling without rescheduling will incur a \$400 cancellation fee.

GRAD PHOTO SESSION CHECKLIST

Complete these items to ensure your photography session goes smoothly.

- Collect Composite Payment**
ALL participants are responsible for their individual charges on the day of photography. Use the chart and worksheet provided to calculate the cost per member. Add tax (unless a tax exempt certificate is on file) and any upgrade options that may affect the pricing. Our photographer cannot accept cash, check, money order, or credit card are all accepted forms of payment.
- Photographer Arrival/Departure**
Plan to meet our photographer about 1 to 1½ hours prior to your first scheduled time to set up. They will need about 1 hour after your last scheduled time to tear down their equipment.
- Meeting Location**
The photographer will call you a day or two prior to your scheduled session to confirm location and meeting times.
- Representative Required**
Please have a representative from your organization available throughout the entire photography session to assist members with hair, attire, etc. This really makes the day run smoothly and assures comfort for your members.
- Parking Permit**
Please find a convenient parking location for our photographer and obtain a permit if required. The photographer may have to make several trips with their heavy equipment so a convenient spot is helpful and appreciated.
- Member Appointments**
Make sure that all members are signed up for your session and inform them to arrive about 10 minutes prior to their assigned time. Bring the Sign-Up to the location because it may be helpful to contact late arrivals.
- Discounted Portraits**
Your group can save significant money with special discounted prices that are ONLY available on the day of photography. All students will be offered the opportunity to purchase individual portraits on the day of photography. Please pass out the order forms when they arrive (about 4 weeks prior to your scheduled session) to allow the students plenty of time to make their decisions. Cash will not be accepted for portrait orders.