

WELCOME!

Please use this packet of information to help you prepare for your picture day.

★Confirm Your Photography Session★

Simply go online to confirm your session.

- ✓ Please confirm your session immediately to secure your date and time!
- ✓ Call (815) 363-2800 or visit us on the web at www.dpcpix.com.

CONFIRM ONLINE NOW!

Confirm your session using our online form or call (815) 363-2800 immediately to secure your date and time!



Post Sign-Up Poster(s)

Post the Sign-Up in a place where all members can access it. 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.

Reserve a Room

- ✓ Digital Pix will need a room 20'x18' in size, with a minimum ceiling height of 8'.
- ✓ We require first floor or elevator access.
- ✓ The room must be available at least 1½-hours before and 1-hour after your scheduled times for your photographer to set up and tear down.
- ✓ We need 2 tables large enough to accommodate the computer equipment.

Complete Paperwork for Photographer

Complete/verify all information on the enclosed paperwork to hand to the photographer on picture day. Questions? See your photographer or visit our website.

- ✓ Picture Chairman Form
- ✓ Member Roster
- ✓ Officer List
- ✓ Composite Construction Form

Save on Portraits

Your group can save significant money with special discounted prices that are available ONLY on the day of photography.

- ✓ Please pass out the order forms (included in this packet) to allow the students plenty of time to make their decisions.
- ✓ Cash will not be accepted for portrait orders.
- ✓ Please provide separate check payments for portrait orders and composite fees.

ORDER ONLINE LATER!

Each student will receive an email in 2-4 weeks with their online username and password so they can order portraits!



Attire & Class Pin

- ✓ Digital Pix does not provide gowns or professional attire for your session. Digital Pix supplies ONLY velvet drapes in a range of colors.
- ✓ At least 2 caps, gowns or other specialty clothing must be available during the session.
- ✓ 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.

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. **The photographer will call you a day or two prior to your scheduled session to confirm location and meeting times.**

Cancellation Policy

Groups cancelling without rescheduling will incur a \$400 cancellation fee. Call us if you need to change your date and/or time.

Representative Required

Have a representative from your organization available throughout the entire photography session to assist members with hair, attire, etc. This makes the day run smoothly and assures comfort for your members.

Parking Permit

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.

Pricing
on reverse

PRICING & PAYMENT - Private Session

Use the pricing below to calculate your group's per participant cost. Options selected below must be for the entire class. **DON'T BE CAUGHT SHORT ON YOUR CALCULATIONS!** Choose the correct price for the size group that will actually be photographed. If in doubt, choose the next smallest group size and pay that price. All overpayments will be promptly refunded.

★Collect Composite Payment★

ALL participants are responsible for their individual charges on the day of photography. Itemized quotes available upon request!

- ✓ Use the [pricing guide on the reverse](#) 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 accepted forms of payment.

TAX NOTE: The pricing below does not include your state sales tax. Please add your state sales tax or present a tax-exempt certificate to the photographer during your session. Certificates previously presented to Digital Pix are on file and sales tax is not required.

# Members per Composite	Private Photo Session Single group/composite at one session			
50 or more	\$ 22.95	+	\$ 1.00 Shipping	= \$ 23.95 per participant
40-49	\$ 25.95	+	\$ 1.30 Shipping	= \$ 27.25 per participant
30-39	\$ 30.95	+	\$ 1.70 Shipping	= \$ 32.65 per participant
20-29	\$ 39.95	+	\$ 2.00 Shipping	= \$ 41.95 per participant
Less than 20	\$ 829.95	+	\$ 54.00 Shipping	= \$ 883.95 flat rate

** Shipping/Packaging prices subject to change.

Add-On's to the Participant Fee

For any upgrade/add-on that your group wishes to add, find the price below and add it to the participant fee from above.

COPIES HOME - send mini copies home to each student individually	\$ 7.50 ea
COPIES UPGRADE - 12x15	\$ 2.00 ea
COPIES UPGRADE - Personalized or Autograph	\$ 3.00 ea
FRAME UPGRADE - Deluxe (Oak, Mahogany, Gold)	\$ p2.00 ea
NAM - Names listed as 'Not Pictured'	\$ 5.00 ea
LYN/OOP - Using previous year photo or photo from another composite.....	\$ 10.00 ea
DIGITAL CD - Images of Each Member Great for a slideshow!	\$ 2.00 ea
DIGITAL CD - Image of Composite Perfect way to keep your school history!	\$ 50.00 *
DIGITAL CD - Both Images of Each Member & Image of Composite	\$ 100.00 *
SALE! MOUNTBOARD UPGRADE - Any Textured Color	FREE
SALE! PLAQUE UPGRADE - Any Double-Color or Specialty Design.....	FREE
SALE! WATERMARK - Individual Composite Copies	FREE
SALE! WATERMARK - Individual Copies & Master Composite	FREE
SALE! WATERMARK - Master Composite	FREE

* Divide the Flat Rate by the number of students to calculate the per participant cost.

Information
on reverse