


GREEK 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. DO NOT assume that our photographer will be back on your campus. This is your only assigned time.
- 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
- Special Attire**
 - ✓ Digital Pix ONLY supplies velvet drapes in a range of colors.
 - ✓ We recommend a tube top or tank top when being photographed in drapes.
 - ✓ If your group wishes to provide shared attire, a full range of sizes is required. Minimum of 3.
 - ✓ Changing attire this year? Make sure that all members are photographed in your current matching attire.
- Composite Payment**
Composite charges are due on the day of photography. Billable changes that you request will result in a revised invoice.
- Photographer Confirmation**
A few days prior to your scheduled session, the photographer will contact you to confirm a location and time of arrival.

GREEK PHOTO SESSION CHECKLIST

Complete these items to ensure your photography session goes smoothly.

- Photographer Arrival/Departure**
Meet the photographer about 1 to 1½ hours prior to your first scheduled time to set up. He/She will need about 1 hour after your last scheduled time to tear down his/her equipment.
- Gather Volunteers**
To ensure a smooth photography session have a volunteer from your organization available throughout the entire session to assist members with hair, attire, etc.
- Parking Permit**
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.
- 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.
- Participants Not Able to Attend**
ALL members wishing to participate in the composite, but are unable to attend the photography session, have the following options:
 - ✓ **Last Year Photo** - Elect to use their previous year pose before the day of photography and **SAVE**. The cost is the participation fee + \$5 on or before the day of photography; but reverts back to the standard rate of the participation fee + \$10 once we begin correspondence. Indicate these members by placing an 'X' in the correct column.
 - ✓ **Photo'd Later** - Elect to be photographed later. If Digital Pix will be on your campus again, or in your area, members may attend another photography session. Times and space may be limited. Indicate these members by placing an 'X' in the correct column.
- Maintain Your Service Agreement**
Lock in pricing when you sign a continuation agreement. Ask your photographer about additional savings or offers that may be available on the day of photography.