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Portrait Party Checklist:

- [] Prior to the event:
 - Mail or email invitations allowing 2-4 weeks advance notice
 - Schedule date and time slots for each guest
 - Once schedule is filled, please email or snail mail them to me
 - Call a day or two before and remind guests about the party and their appointment times

- [] Day of the event:
 - Prepare area for photography set-up (move furniture if necessary)
 - Prepare a guest and play area
 - Have snacks, hors oeuvres and beverages (preferable finger foods that won't stain for the kids, maybe a glass of wine for the adults)
 - Dress child(ren) for their portrait session

- [] During the event:
 - Ensure each child is ready for their session 5 minutes prior to their scheduled time (this keeps the sessions from running over and children getting cranky)
 - Provide each guest with an information sheet
 - Inform guests that prints must be ordered within 7 days

- [] When proofs are available online:
 - Be available to help guests decide on images, prints and placing their orders

- [] Ordering:
 - After receiving all guests orders, review individual order forms to be sure everything is filled out correctly
 - Calculate each order (including sales tax) to ensure the correct numbers have been tallied.
 - Please deliver the orders to me as soon as possible so I can begin processing orders
 - Orders must be completed before being processed (including payment)

- [] When orders are received:
 - I will contact you when orders are ready and schedule a convenient time to deliver them to you
 - Please contact your guests and ensure that they receive their orders and they are happy