

## PORTRAIT PARTY HOST 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 fax them to me.
- Call a day or two before and remind guests about the party and their appointment time

### [ ] Day of the event:

- Prepare area for photography set-up (move furniture if necessary)
- Prepare guest and play area.
- Have snacks and hors d'oeuvres, (preferably 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 orders, (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.