STAFF PORTRAIT PLANNER & CHECKLIST

Lifetouch® Serving You by Connecting Families

Organization Name: _____

Account Number: _____

Photography Dates: _____

When using portraits in your directory activity section that were taken by the Lifetouch camera system, please use this form to identify the sit number and placement on your activity page. The Lifetouch Photographer, Directory Layout Coordinator and Host work together to ensure all staff are identified. (See the ***Pre-Designed Activity Pages or Custom Designed Pages*** sections in the Fellowship Directory Binder for instructions on how to identify and submit images to Lifetouch)

HOW TO USE THIS FORM:

1. Directory Layout Coordinator fills in the names of the staff/group members and dates of photography.
   Hint for Layout Coordinator: highlight the names of staff and appointment times on appointment sheets.
2. Host indicates the Sit # on the Staff Picture Planner. Indicate "staff" on the sit card.
3. Portrait Consultant indicates Pose # on Staff Picture Planner as well as the sit card during the portrait viewing session.
4. Lifetouch Photographer submits **TOP WHITE COPY** to processing lab with shipment.
5. Lifetouch Photographer gives **BOTTOM YELLOW COPY** to the Directory Layout Coordinator
6. Directory layout Coordinator indicates **Directory Page #** and **Photo Code** and sends completed form in with Submission Form.

		TO BE SUPPLIED BY LIFETOUCH		TO BE SUPPLIED BY YOUR ORGANIZATION		
Name of Staff/Group	Photography Date	Lifetouch Sit #	Pose #	Directory Page #	Photo Code	Office Use
Example: Barb Smith	12-19-08	26303032	2	3	Photo 1	

CC0308 - Form #0665
300-00343

White - Lab Yellow - Directory Coordinator