



## PHOTO COORDINATOR INSTRUCTIONS



### PICTURE TIME AND INFO:

Please have your picture taken between 8:30am – 4pm in the designated team picture area. You may take your picture before or after you perform, but we suggest you get it taken before if possible. This picture will only take a few minutes. If you plan on arriving after 4pm, you must send us a text in advance to let us know what time you will be arriving. @ 309-689-0299

**PHOTO PLAQUE PRE-ORDER:** We are selling popular STATE team photo plaques for **\$40 each**.  
**We need someone to be in charge of your pre-order form & hand it in when the picture is being taken.**

1. A coach can coordinate the team order or assign a team parent to be in charge.
2. The coordinator should have a meeting with parents in advance & show the sample photo (below).
3. Collect orders & complete the team order form below. The entire order should be paid with 1 credit card, all cash, or school check. **(no personal checks)**
4. Hand in order completed form & payment to photo area before or during the team picture.
5. A minimum of 3 fully paid orders (\$120) is required for us to print **any**.
6. With 3 fully paid orders, we provide **the coordinator** 1 team plaque for \$10 (1 per team)
7. All photo plaques should be picked up shortly after your photo is taken. \*We are leaving at 4 p.m.
8. If paying with one credit card, you may want to collect an extra \$3 from parents for tax/cc fee
9. \*E-mail us at [info@eventprophotography.net](mailto:info@eventprophotography.net) or call/text 309-689-0299 with questions.

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### **OFFICIAL TEAM PHOTO ORDER FORM**

- 1.** Turn in this form (with payment) BEFORE OR AT PICTURE TIME
- 2.** Pay with ONE credit card on form, school check, or cash in an envelope for entire order amount; NO personal checks). \*all credit card transactions include a 3% surcharge\*

PLEASE CIRCLE 1: GAME DAY CHEER | 1A ROUTINE | 2A ROUTINE | 3A ROUTINE

Town/City: \_\_\_\_\_ School Name: \_\_\_\_\_

*To Appear on Photo*

Uniform Colors: \_\_\_\_\_ School Nickname: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell #: \_\_\_\_\_

QTY of \$40 plaques: \_\_\_\_\_ \$10 plaque: ☐ Total # of plaques ordered: \_\_\_\_\_ Total Order: \$

OFFICE USE ONLY : Photo #: \_\_\_\_\_ circle: Cash | CC | School Check



# SAMPLE

## Souvenir State Team Photo Plaque

**6x8 photo on an 8x10 wood plaque**

(ready to take home the same day)

**\$40.00**

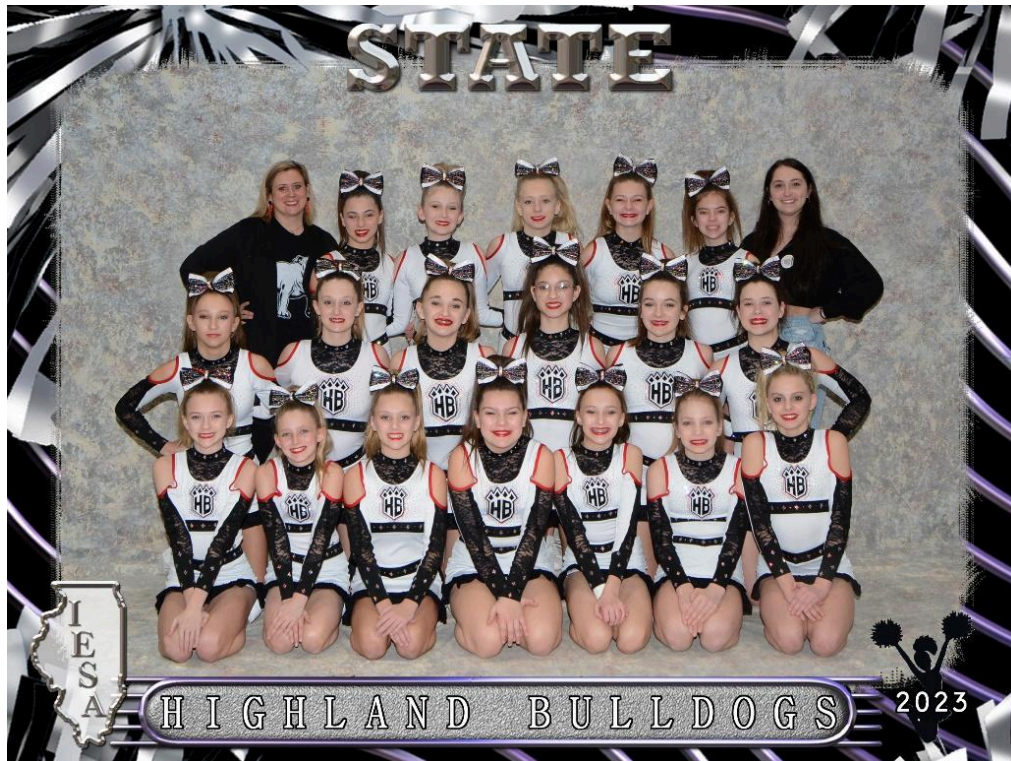


PHOTO COMES ON AN 8X10 WOOD PHOTO PLAQUE