PICTURE DAY GUIDE

START HERE!
Thank you for volunteering to be the Picture Day Coordinator! We created this checklist to help keep you on track.

2+ WEEKS BEFORE PICTURE DAY

- [ ] Make sure you are receiving emails from us! Contact your Sales Rep if you need assistance.
- [ ] Hang posters and update digital signs with Picture Day date information.
- [ ] Post about Picture Day on your school's Social Media pages.
- [ ] Submit your school data to your Sales Rep.

1 WEEK BEFORE PICTURE DAY

- [ ] Send flyers home.
- [ ] Post again about Picture Day on your school's Social Media pages.

THE DAY BEFORE PICTURE DAY

- [ ] Pass out Take Home Notices.
- [ ] Make an all-school announcement reminding students and teacher's that "Tomorrow is Picture Day!".
- [ ] Remind parents one last time! Post on socials or send a text.

PICTURE DAY

- [ ] Help students waiting in line by making sure:
  - *Hair is fixed*
  - *Face is clean*
  - *Clothes are appropriate*
  - *ID badges are removed*
  - *Necklaces are turned the correct way*

*Our photographers have a No-Touch Policy, so we depend on you or volunteers to look out for these things.

AFTER PICTURE DAY

Parents will receive an email with a link to view their student's picture and order online shortly after Picture Day. This only applies if you submitted parent email addresses with your school data to your Rep. Only parents who have not ordered will receive this email.

It will take approximately 3-4 weeks to process your school's orders and get them shipped back.

PICTURE DAY: _____

ORDER CODE: _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

WEEK OF PICTURE DAY

HELPFUL LINKS:

inter-state.com/kiosk
Parents can sign up for Picture Day Reminders.

inter-state.com/order
Parents can preorder here, check your email for your school's Order Code.

inter-state.com/PictureDay
Visit if you have questions. You can find image and video content to post on Social Media here. You can as well as a printable version of the Take Home Notice and additional Picture Day tools.
Please note this website should be used by the Picture Day Coordinator or school staff only.