



Phone 612.964.6387

Email info@happenstancephoto.com

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)
- 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.
- Remind guests that proofs are online for 30 days only.

[] 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.
- Check that all orders have payment attached.
- 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 to schedule a convenient time to deliver them to you
- Please contact your guests and ensure that they receive their orders.