Preparing for Picture Day

How to Successfully Prepare for Picture Day

Carolina Portrait Pros takes pride in successfully preparing our Preschool's prior to picture day. We want to ensure each Director, teacher, staff member, parent and child enjoys the best experience possible. Our goal is simple. From the time we connect with your preschool until we depart, we promise to provide the best customer service, will create a positive atmosphere and will ensure each parent and child can simply sit back, smile, and "Let The Preschool Memories Begin…"

STEP ONE

Three weeks before picture day: Collect and share the following current and accurate student and staff data with Carolina Portrait Pros:

- Data for everyone should include:
  - **First Name, Last Name, Grade, Valid Email Address, (if applicable): ID#, Picture Day Group, Teacher, Sibling**
    - If this data already exists in electronic format you can share, that's great! Just send it to **info@carolinaportraitpros.com** and we'll manage from there.
  - If you need to enter the data electronically, we have a template for you to download and provide required data.
  - Required data is due to Carolina Portrait Pros no later than 7 days prior to your picture day.

STEP TWO

One week before picture day, please send the "It's Almost Picture Day!" email to your parents.

- We have created a DRAFT email for you to send to your parents. Simply copy the information, paste it into your email and send! Don't forget to include the picture day date in the bolded area!

That's it! You are now ready to create the best preschool memories ever!

CAROLINA PORTRAIT PROS
LET THE PRESCHOOL MEMORIES BEGIN…