



Coordinator's Checklist and Tips

Please review these points frequently:

For a Fun and Efficient Photo Session:

- Make sure every member is included on the Photo Schedule Sign-Up Sheet.
- Inform every member of the Photo Session date and their scheduled sitting time — at least two weeks ahead.
- Confirm the Photo Session schedule with us 5 to 7 days before the date.*
- Arrange a suitable location for the Photo Session, with adequate parking and access for unloading and loading equipment.
- If members are to appear wearing matching jewelry, pins, jackets, tuxedos or other special clothing, please have 3 matching sets on hand at the shoot to prevent delays.
- Let us know in advance if you wish to use FCS-supplied jackets or drapes and your color choice.*
- Find out if any member is going to be unable to make the Photo Session so that convenient alternate plans can be made early.*
- Impress upon all members the importance of attending the Photo Session on time, as make up sessions can delay the production of your composite, and can incur additional costs.
- Please supply every member with a copy of the **Photo Session Checklist and Tips** at least one week before the scheduled Photo Session.

Inform members that with video proofing, they will be able to order their Personal Portrait Packages at a discount at the Photo Session. Remind them that a 10% deposit will be required with their order.

Have a check ready for the photographer at the Photo Session.

For the Speedy Arrival of Your Composite:

- Provide us with an accurate list of those appearing in the composite, including names and titles. Confirm correct name spellings.*
- Provide the name, phone number, mailing and e-mail addresses of a reliable contact person and advisor, if any. *
- Review your proof carefully when it arrives and return it promptly to FCS. Double check unusual name spellings.

*Most member lists, schedule confirmations and other contacts can be handled conveniently through our website at www.fraternalcomposite.com.

To contact Fraternal Composite by phone:
800-448-9305

To contact us by fax:
315-733-1088