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SECRETARY HANDBOOK

# School Photo Day

Streamline scheduling, organize students,  
data management & keep parents informed.

*By Mountain West Studios Ltd.*

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# Welcome Back To School

*Thank you for choosing Mountain West Studios as your official school photographer. We look forward to working with you this year and for many years to come! Mountain West Studios Ltd.*

## ***For Help You Can Contact***

- *Chat with us at [myorder.mountainwest.ca](https://myorder.mountainwest.ca)*
- *Call us at [604-433-0551](tel:604-433-0551) x. 112*
- *Email us at [coordinator@mountainwest.ca](mailto:coordinator@mountainwest.ca)*

## NEW this season!

- **New website** - [mountainwest.ca](http://mountainwest.ca). FAQs and “How to Prepare” info can be found [here](#).
- **New and improved ordering** - [myorder.mountainwest.ca](http://myorder.mountainwest.ca), making ordering easy for parents.
- **QR code flyers** will be photographed with each child at the camera, then sent home to parents on or a few days after Photo Day.
- **Turnaround time of orders** - 7-10 business days.
- **Staff Photos** - All staff members will receive a complimentary printed staff package. To purchase additional products, staff will receive a login code to order online.

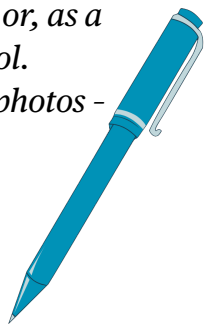
## NEW Products

**Soft Cover Yearbook** - Perfect for the whole school, or, as a special gift for the classes moving on up to high school.

**Mini Class Composites** or traditional Class Group photos - your choice!

## Turn Around Times!

- **B2B Products** - We aim to have services such as ID cards and student directories to your school in 7-10 business days.
- **Photo Orders** - Our goal is to have photo packages shipped out to customers 7-10 business days after their order is placed.
- **Admin Uploads** - We guarantee you'll receive them within two business weeks.



# Before Your School Photo Day

***Student Data*** - Please send in 7-10 days before Photo Day. For details, [click here](#).

***“Photo Day is Coming” poster or digital display*** - Please display at your school at least 5-7 days before Photo Day.

***Photography Location*** - Ensure that the arrival time and location has been arranged before Photo Day. Questions? Please contact your Territory Manager.



# On Your Photo Day

- **Student List** - Please provide an alphabetical student list to the photographer upon their arrival. Please advise us of any special requirements or of any changes to the regular school timetable, (eg: field trips, fire drills, etc...)
- **Assign Helpers** - Please assign at least 2 or more reliable student helpers to assist with Photo Day.
- **Calling Down Students** - Students are usually called down one class at a time. (please allow about 7-10 minutes per class of 25-30 students for photography)
- **QR Code Flyers** - New this year, flyers with login code information will be distributed at the camera. Students will either take flyers with them at the camera, or, homeroom teachers will distribute flyers to students a few days after Photo Day. Please speak with your photographer about specific distribution procedures for your school.

## After School Photo Day

- Any student requiring a retake can do so by seeing the photographer on retake day - no pre-registration or sign-up is required!



## About Mountain West Studios Ltd.



*“My father created Mountain West Studios in our home in 1980. He was passionate about photography, a pioneer in creating innovative photography products for schools, and committed to producing quality photography at affordable prices. We are proud to have evolved his legacy into the incredible leading-edge photography company Mountain West Studios is today.” ~ Janele Woodley, Managing Director.*