

NOTICE TO ALL COACHES & PARENTS

**YOUR TEAM & INDIVIDUAL PHOTOS ARE SCHEDULED.
PLEASE CHECK WITH YOUR LEAGUE FOR DATE & TIME**

TO ENSURE A SMOOTH PHOTO DAY

1. PLEASE MAKE SURE YOUR PLAYERS **ARRIVE 15-20 MINUTES PRIOR** TO YOUR SCHEDULED SESSION TIME. WE CANNOT START A TEAM SESSION UNTIL ALL PLAYERS HAVE ARRIVED.
2. **USE A SEPARATE ORDER FORM AND PAYMENT FOR EACH CHILD, BUDDY or SIBLING PHOTO.** PLEASE DO NOT COMBINE ORDERS. **PLEASE PRINT NEATLY!**
3. **DO NOT** CHANGE YOUR SCHEDULED TIME WITHOUT CALLING OUR STUDIO AND RECEIVING A CONFIRMATION. WE WILL TRY TO ACCOMMODATE YOU, HOWEVER, OUR SCHEDULE IS USUALLY COMPLETELY FILLED FROM BEGINNING TO END. PLEASE DO NOT SHOW UP WITHOUT A PRE-SCHEDULED TIME.
4. PLAYERS SHOULD BE DRESSED IN COMPLETE UNIFORM FROM HEAD TO TOE 20 MINUTES PRIOR TO PHOTO SESSION.
5. PLAYERS SHOULD BRING THEIR OWN GEAR, i.e.: BAT, GLOVE, HELMET, STICK, RACKET, POM POMS, FOR THEIR PHOTO.
6. MISSING PLAYERS OR COACHES MAY BE DIGITALLY ADDED TO A TEAM PHOTO FOR \$95.00.
7. YOUR TEAM MUST BE PHOTOGRAPHED BY US IN ORDER FOR PHOTOS TO BE PROCESSED.
8. WE DO NOT ACCEPT PERSONAL PHOTOS OF TEAMS OR INDIVIDUALS.
9. ALL TEAMS MUST BE PHOTOGRAPHED SO SPONSORS CAN RECEIVE THEIR TEAM PHOTO & PLAQUE.
10. **SORRY PARENTS, TAKING PICTURES WITH YOUR PERSONAL CAMERA OR CELL PHONE DURING THE PHOTO SESSION IS PROHIBITED!**
11. PLEASE HAVE YOUR ORDER FORM COMPLETED **BEFORE** YOU ARRIVE. THANK YOU!
12. KNOW YOUR TEAM PHOTO LOCATION AND TIME. CHECK WITH YOUR COACH OR LEAGUE DIRECTOR TO ENSURE YOU KNOW WHERE TO GO FOR YOUR TEAM PHOTOS.
13. EVERY CHILD THAT IS PHOTOGRAPHED MUST HAVE AN ORDER FORM COMPLETED. **PLEASE PRINT NEATLY!**
14. ORDERS MUST BE PAID IN FULL ON PHOTO DAY. **LATE ORDERS WILL BE CHARGED A \$15.00 SERVICE FEE** FOR SEPARATE PROCESSING AND SHIPPING.
15. **CHECKS** CAN BE MADE TO: **BAK PHOTOGRAPHY** or **BTSP**.
17. **CASH PAYMENTS:** ORDERS MUST HAVE THE EXACT CHANGE ENCLOSED. IF YOU NEED CHANGE, PLEASE SEE OUR SALES TENT **BEFORE** GETTING PHOTOS TAKEN.
18. **IF YOU ARE PRINTING YOUR OWN FORM AT HOME, STAPLE A SEALED ENVELOPE WITH YOUR PAYMENT ENCLOSED TO THE BACK OF YOUR CHILD'S ORDER FORM. PLEASE WRITE YOUR CHILD'S NAME & TEAM NAME ON THE ENVELOPE.**

*** THERE WILL BE AN INFORMATION & SALES TENT ON SITE WITH PRODUCTS, DISPLAY SAMPLES, AND A STAFF MEMBER TO ASSIST YOU WITH ORDERS AND PAYMENTS.***

YOU CAN VIEW OUR PRODUCTS ONLINE AT www.bigtimesportsphotography.com

QUESTIONS? PLEASE CALL US AT (734) 429-1111. *Thank you!*