

CONQUERING CLUB PHOTOS

Keep everyone in the loop and organized with thorough emails, photo passes and student announcements. Put your school's information in the following sample emails to prepare.

Month before

Send a memo to all teachers and principals letting them know how you'll run club photo day. Getting everyone in the loop ahead of time will help the day run smoothly.

Sample email: faculty

The following is important information regarding group pictures for the 2018–2019 yearbook.

We will be taking all club pictures on **Monday, Jan. 24, 2019**. Please release students at the beginning of the hour. We will take photos right after the bell and need all students in the gym immediately. It is imperative that you allow students from your class to leave. For many, their club photo will be the only place besides their portrait where they are pictured in the yearbook. Final details will be emailed on **Friday, Jan. 21**.

Three weeks before

Acquire an updated list of all clubs and sponsors, planning periods and the number of students in each club.

Send a memo to all club sponsors letting them know how you'll run club photo day. Include information on how to complete and distribute club photo passes.

Sample email: CLUB SPONSORS

The following is important information regarding group pictures for the 2018–2019 yearbook.

The yearbook staff will provide special passes to distribute to your club members the week before photos are scheduled. We fill in the name of the club and hour of the photo. We need you or a club officer to fill in the student names on the passes and sign the pass. We will make an announcement **the week of Jan. 19–21** letting students know about yearbook photos and letting them know they must have a pass from you to be included.

We will not issue any passes on the day of the photo. If a student in your group loses their pass, it will be up to you to provide a new one so we can make sure only members of your club appear in the photo. We will not permit any student without a pass in your photo. Please make every effort to ensure all group members have their passes neatly filled out.

If you sponsor a club, let us know if the clubs listed below are not active this year and need to be removed. Let us know if the sponsor or point of contact has changed and how many passes you will need this year.