

SCHOOL PICTURE DAY COMMUNICATIONS

Date	Activity	What's needed
August 1	Division email: Include link to info page (provided by The Fix), location and time of photo days	link to info page (provided by The Fix),
August 15	WhatsApp: Ask class reps to send reminder on WhatsApp about photo days and importance of having photo taken on those days. Remind folks of location, time, and link to The Fix info page. Tell them where to find student ID number	link to info page (provided by The Fix),
August 28	WhatsApp: Reminder from class reps Photo day is tomorrow	
August 28	Faculty & Staff: Sam share verbal reminder in 8:00-10:30 am session "Photos are required for all faculty and staff. The best way to do this is tomorrow or Friday during conferences." Outlook calendar invite from Advancement End of day August 28	
August 29	Photo Day – 9:00 am – 5:30 pm	Signage around campus, print off of student names/ID numbers for all, parent volunteers to assist, cookies for incentive
August 30	Photo Day – 8:00 am – 1:00 pm	Signage around campus, print off of student names/ID numbers for all, parent volunteers to assist, cookies for incentive
August 30	Friday Email: Thanks for attending photo day, preorder at this link.	Preorder link
August 30	WhatsApp: Ask class reps to send reminder on WhatsApp about preorder discount expiring on _____. Send preorder link (provided by Fix)	
September 5	The Fix: Images uploaded to gallery, thumbs to Vickie when gallery live.	
September 6	The Fix: THANK YOU for your pre-order. The photos are now up online – you must go in to select which images you'd like attached to your order. There will be instructions to follow once you log into XYZ Link. IF you have questions please email thefixphotogroup@gmail.com be sure to	

	include your student's name and student ID number along with your question	
September 6	Friday email: If you had student photos taken, they are available at this link (enter student ID number to view/order.	Link from The Fix
October 11	Friday email and WhatsApp: Reminder about retake day. Vickie and Katie email parents and faculty/staff directly with reminder.	
October 28	Photo Retake Day from 10:00 am – 1:00 pm in the Library	Print off of student names/ID numbers for those who didn't attend prior photo days.
November 1	Friday email and WhatsApp: photos from retake day are available to view/order. Include for 2 weeks.	The Fix link for ordering,
November 1	The Fix: Will send out email to anyone who registered with them. Thank you again for visiting the photo stations for your 2024-25 Annual School Photo – Your images will be available through January, be sure to select your images and finalize your order before January 2025 or we will make the selection for you.	