

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. PLEASE DO NOT COMBINE ORDERS. PLEASE PRINT NEATLY.**
3. PLEASE HAVE YOUR ORDER FORM COMPLETED **BEFORE** YOU ARRIVE. THANK YOU!
4. **ORDERS MUST BE PAID IN FULL ON PHOTO DAY. LATE ORDERS WILL BE CHARGED A \$15.00 SERVICE FEE** FOR SEPARATE PROCESSING AND SHIPPING.
5. **CHECKS CAN BE WRITTEN TO: BAK PHOTOGRAPHY or BTSP.**
6. **CASH PAYMENTS: ORDERS MUST HAVE THE EXACT CHANGE ENCLOSED. PHOTOGRAPHERS WILL NOT HAVE CHANGE.**
7. **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.**
8. **PLAYERS SHOULD BE DRESSED IN COMPLETE UNIFORM FROM HEAD TO TOE 20 MINUTES PRIOR TO PHOTO SESSION.**
9. **PLAYERS SHOULD BRING THEIR OWN GEAR, i.e.: BAT, GLOVE, HELMET, STICK, RACKET, POM POMS, FOR THEIR PHOTO.**
10. **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.
11. **MISSING PLAYERS OR COACHES MAY BE DIGITALLY ADDED TO A TEAM PHOTO FOR \$95.00.**
12. **YOUR TEAM MUST BE PHOTOGRAPHED BY US IN ORDER FOR PHOTOS TO BE PROCESSED.**
13. **WE DO NOT ACCEPT PERSONAL PHOTOS OF TEAMS OR INDIVIDUALS.**
14. **ALL TEAMS MUST BE PHOTOGRAPHED SO SPONSORS CAN RECEIVE THEIR TEAM PHOTO & PLAQUE.**
15. **SORRY PARENTS, TAKING PICTURES WITH YOUR PERSONAL CAMERA OR CELL PHONE DURING THE PHOTO SESSION IS PROHIBITED!**
16. **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.**
17. **EVERY CHILD THAT IS PHOTOGRAPHED INDIVIDUALLY MUST HAVE A COMPLETED ORDER FORM.**
18. **THERE WILL BE AN INFORMATION BOOTH ON SITE WITH PRODUCTS AND DISPLAY SAMPLES.**
19. **THERE WILL BE A SALES TENT & CREW ON SITE TO ASSIST YOU WITH ORDERS & PAYMENTS.**
20. **YOU CAN VIEW OUR PRODUCTS ONLINE AT www.bigtimesportsphotography.com**

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