

# GUIDELINES FOR THE HOST or HOSTESS

Thank you for taking the time to help your church with this very exciting project!

## FORMS AND SUPPLIES NEEDED:

Master List of Appointments Sheet (Church will provide)

Check Sheet Forms (Photographer will provide)

Order / Bio Forms (Photographer will provide)

Blank Shipping Labels (Photographer will provide)

When a family/individual arrives at the church, greet them and proceed in the following manner.

## STEPS

1. Find their name on the **Master List of Appointments** and mark them off.
2. Ask them to write their name and phone number in the next available space on the **Master Check Sheet**. In the lower left hand corner of their space, write the family's sitting number. You will find this number on the next available **Sitting Form**. Have the family fill out a **Shipping Label** with their name, address, city, state, zip code, church account number and sitting number. This will be used to ship their portraits.
3. Give the family the next available **Sitting Form** and ask them to **HAND PRINT** all information that is requested at the top half of the sit ticket. If your church has chosen the Biographical style family section, ask the family to complete that section of the Order / Bio Form as well. Encourage them to fill out as much information as possible. Ask the family to return the **Sitting Form** to you when they have completed it.
4. Check each **Sitting Form** when it is returned to you to make sure that all information has been filled out. Check to make sure that only the names of those family members who will be in the photograph are listed at the top of the sit ticket. If the family wishes to list members who are not able to be photographed, their names can be entered under "Members of Household Not Pictured" on the sit ticket.

*Please don't hesitate to ask the Photographer or any of the Universal Staff any questions that may arise.*

# HOSTESS SCHEDULE

DATE: \_\_\_\_\_ DAY: \_\_\_\_\_

WEEKDAY / SATURDAY NAME: \_\_\_\_\_  
2:00 pm – 4:00 pm / 10:30 am – 12:30 pm \_\_\_\_\_  
4:00 pm – 6:00 pm / 12:30 pm – 3:00 pm \_\_\_\_\_  
6:00 p.m. – 8:30 pm / 3:00 pm – 5:00 pm \_\_\_\_\_

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**Must have the Master Schedules, Photo Session Envelope and a Hostess present during Photography.**