

Admin Assistant Handbook

FOR SCHOOL PHOTO DAYS



STREAMLINE SCHEDULING | ORGANIZE STUDENTS | COLLECT DATA | KEEP PARENTS INFORMED

FOR YOUR FAMILIES:

Chat with us at myorder.mountainwest.ca
Call us at 604-433-0551 x. 112
Email us at coordinator@mountainwest.ca

FOR ADMINISTRATORS:

Please contact your Account Manager with the business card attached.

Welcome back to school

Thank you for choosing Mountain West Studios as your official school photographer. Our team looks forward to working with you this year and for many years to come!

How it works in 10 steps

BEFORE PHOTO DAY

Step 1

BACK TO SCHOOL KIT — Your kit will be delivered by your local Account Manager at the end of August, early September, and will include "Photo Day is Coming" posters, data collection procedures and specific program details.

Step 2.

PRE-CHECK & STUDENT DATA — Details of your Photo Day, along with a request for Student Data, will be emailed two weeks prior to Photo Day. Parent communication and digital display will be included.

Step 3.

CONFIRMATION — Final confirmation will occur by phone one week prior to Photo Day by our Account Coordinator.



ON YOUR PHOTO DAY

Step 4.

STUDENT LIST — Please provide a list of any new students along with their student number, grade and home room to the photographer upon their arrival. Please advise us of any special requirements or of any changes to the regular school timetable (field trips, fire drills, etc.)

Step 5.

ASSEMBLE HELPERS — Please assign at least 2 or more reliable student helpers to assist with Photo Day at least 30 minutes prior to start time.

Step 6.

CALLING DOWN STUDENTS — Students are usually called down by division or grade. Please make photographer aware whether this will be done by a runner or over the P.A. system.

Step 7.

QR CODE FLYERS — Flyers will be distributed prior to the students coming to the camera for their photos. When they sit for their photo, one image will be taken with the flyer under their chin confirming their identity for the production team. These flyers then go home with the student that same day to be given to their parents and are used to access the student's photo gallery once their images go live.

Step 8.

RETAKE PROCEDURES — Retake dates and procedures will be reviewed with your Account Manager.

AFTER PHOTO DAY

Step 9.

ONLINE PROOFS — Your individual student photo galleries will go live 5 business days after the photo day. You will be notified by our Account Coordinator and provided with an email template to share with your families.

Step 10.

SERVICE ITEMS — Will be delivered within 10 business days.

