



Composite Officer Checklist

BEFORE PHOTOGRAPHY

✓ Confirm Your Photo Session

- Is location reserved and suitable?
- Have you instructed Vantine as to what your members are wearing?
- Is parking available and convenient?
- Is a permit required?

✓ Spread the Word

- Announce appointment day and time at meetings
- Send emails to make sure all of your members know the date and time and what they are supposed to wear
- Remind members to bring \$10 to order portrait packages for their families
- Share photo session checklist with your members

✓ Get Members Signed Up

- Use the convenient signup sheet emailed to you

✓ Update Your Roster

- Access your roster online
- Remove graduated members
- Add new members
- Add officer titles
- Print and review
- Submit before expiration date

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DAY OF PHOTOGRAPHY

✓ Arrive Early

- Allow photography team access to location so they can get set up
- Review important paperwork with representative
- Ensure all necessary clothing and jewelry are on hand

✓ Be Available at the End of the Photography Session

- Finalize composite options
- Review final roster to see who missed photography session
- Discuss alternate make-up times for those members
- Pay deposit

AFTER PHOTOGRAPHY

✓ Sit back and relax - you only have two more things to do. We'll even send you email notifications when it's time to:

- Approve composite proof online
- Send final payment