



Considine's
Cal State Studios, Inc.
Sports Photography
818-349-6921

Dear picture coordinator

Thank you for helping me to provide a successful picture program to support your organization this season. Now that your original picture service is complete it's time to think about your retake day. This notice is being sent to let you know about your retake day. This note is being sent to let you know when your retake day has been scheduled and what should be done to make it run smooth and efficiently.

PHOTO'S WILL BE TAKEN AT ORIGINAL PICTURE LOCATON OUTSIDE!!!
WE WILL NOT HAVE THE TIME TO SET UP ANY INDOOR LOCATION!!!

YOUR RETAKE DATE IS: MAY 16TH
YOUR RETAKE TIME IS : 4:00 PM

The following procedure should be followed carefully to ensure a successful retake day.

- 1) Please have any children needing a makeup or retake picture at the original picture location at the time scheduled. Your photographer will show up at the scheduled time and photograph any children present. Upon completion he will pack up and leave for his next retake appointment. **Please be ready to go on time. Any delay on your part will cause the photographer to be late to his next location.** Just as you want him to be at your site on time, so do the people at the next appointment. **We can't wait for late children!**
- 2) Please write down the name and the team of each child in the **exact order** they were photographed. Be sure everyone has an envelope filled out completely, this will allow you to find the child when the photos are returned (**If you do not have any blank envelopes the photographer will have extras.**) By checking your list and the envelope, you will know who the child is and what team he/she plays on. The photos will be delivered in the same order they were photographed and should match your list.
- 3) Be sure every child knows their **TEAM #** from the original picture day. We cannot print a team photo for the package without this. If a full team did not show up on the original picture day, please assign them a team #
- 4) Make up picture: If a child missed the original pictured day, he/she is a make up. We will photograph the child and bill your organization. If a child was photographed originally on picture day and never received any pictures, he/she will be treated like a make up.
- 5) Retake picture: If a child had a picture taken on the original picture day that turned out bad, it will be taken at no charge. **What makes a retake? a) closed eyes b) out of focus c) no light, flash did not fire. There are no other grounds for retakes.** (Example: hair comb, facial expression, etc.) **If a child has a retake picture taken, he/she must return the bad picture and the envelope to the photographer or the league will be billed for the photo!**
- 6) When your pictures are ready, they will be shipped to you via U.P.S. \ C.O.D. If you have any questions, please feel free to call me any time Monday through Friday between 9:00am to 9:00pm. If you call at any other time I may not be in, so please leave a message. It's been a pleasure serving you. I hope your picture experience is a pleasant one and we look forward to serving you again next season.

Sincerely,

James Considine

(MVP)