

Picture Day Ready

DANCE CHECKLIST

We want picture day to be no hassle for you! We have a few things we need from you to make sure we can take care of all ordering and delivery ourselves, freeing you up to focus on more important things.



Step 1: Data & Schedule

(3 weeks prior to the earliest picture day)

In order to successfully fulfill our services including parent's orders of dance pictures, we request data for each dancer, faculty, and staff. Please provide the following data digitally in CSV (comma separated values), Tab Delimited, or Excel file format:

- Dancer First Name
- Dancer Last Name
- Class Name & Age Group (Ex: "Ballet IV (7-8 yrs)")
- Class Day (Ex: "Monday")
- Class Start Time (Ex: "4:00 PM")
- Parent's Email
- Parent's First & Last Name

Parent emails are used to send a limited number of notifications to parents on behalf of the studio regarding pictures. Parents may opt-out at any time without adversely affecting our ability to fulfill orders or services. We never release dancer data, including emails, outside of our network (our company, contractors, and photo lab). Our full privacy and data use policy can be found [here](#).

Check out our free **schedule starter pack** [here](#) for everything you need to create a smooth and efficient photo schedule. Please send us your schedule with your data for review so we are on the same page!



Step 2: Send Email

(1 week prior to the earliest picture day)

We have provided an email template called "Dance Pictures are Coming Soon" for you to send out to your parents one week prior to picture day/week. It can be found [here](#). Just insert the date for picture day!

That's all we need! Feel free to use any of our other resources from the [Media Kit](#) to make your picture day a success!



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