**Schedule Starter Pack**

Building a picture schedule can be daunting if you’re just making it for a day or a whole week! Luckily, we are experienced in that department. This page includes guidance how to structure a picture day for happy parents, happy students, and happy staff! Plug in your classes to our template on the next page to create your smooth picture experience.

**Timeframes**

Below or the recommended timeframes to allow per class based on an **average class size of 15** students. This guidance allows for a group photo and an individual of every dancer.

**Age Group (or Grade Range) Suggested Time per Class (per student)**18 Mo. – 2.5 Years 60 Minutes *(4 min. ea.)*  
3 – 5 Years (Pre-K – Kinder) 45 Minutes *(3 min. ea.)*  
6 – 8 Years (1st – 3rd) 30 Minutes *(2 min. ea.)*  
9 – 12 Years (4th – 6th) 20 Minutes *(1.5 min. ea.)*  
13 & Up (7th & Up) 15 Minutes *(1 min. ea.)*

**Arrangement & best practices**

* “Go with what they know” – Try to closely match your studios typical schedule, adjusting outlier classes where necessary.
* Youngest goes first! We like our little ones to be fresh, try letting your smallest dancers be the first of each day.
* Allow a separate time slot for each costume. If you have combo classes (Ballet/Tap/Jazz) or competition teams that have costume changes, allow the appropriate time above for each costume.
* Staggering combos is a great idea! Try fitting in other classes between combo class costumes to give dancers enough time to change. Example:
  + 4:00 PM - Combo Ballet/Tap (6-8 yrs) Tue @12:30 (Ballet)
  + 4:30 PM - Ballet IV Tue @ 5:00
  + 4:50 PM - Combo Ballet/Tap (6-8 yrs) Tue @12:30 (Tap)
  + 5:20 PM - Jazz IV/V Tue @ 5:45
* For combo classes and competition teams, make sure to note which costume dancers should dress in for each time slot. See the example on the following page.
* Picture times are sharp, not ranges. Avoid giving the time range for classes (Ex: 4:00 – 4:30) since all dancers need to be present together for their group photo.

*On the following page we have provided a template that you can use to start building your picture schedule. The highlighted areas are where you fill in your specific information (you can un-highlight it for the final version). Feel free to change the information at the with specific notes your parents need to know. We love helping you be successful, call or email us if you need any assistance!*

**Logo

Description automatically generated**

**{Studio Name}** Picture Week Schedule {Year}

Dancers are to arrive 15 minutes prior to their scheduled picture time dressed in their first costume. Parents and dancers, please wait in your vehicle until your dancer’s class is signaled to enter the studio. ONLY ONE PARENT PER DANCER WILL BE ALLOWED TO ENTER THE BUILDING. NO SIBLINGS WILL BE ALLOWED ENTRY. Dancers will be dismissed after their pictures are complete.

**ATTENTION ALL COMB0 BALLET & TAP CLASSES!**

The class listed in **BOLD** print is the costume your dancer is to come dressed in.

Example:

Ballet & **TAP** – they would dress in their **TAP** costume.

**BALLET** & Tap **–** They would dress in their **BALLET** costume.

**{Day-of-week, Month Day, Year}  
Picture Time: Class day & Time:**

Ex: 4:00 PM Combo **Ballet** & Tap (5&6) Thursday 4:15 pm