

## SAINT THOMAS AQUINAS HIGH SCHOOL GRADUATION PHOTOS INFORMATION PACKAGE 2016-17

**Fotografica Studio will provide the following services for the graduates:**

- Graduation Portraits at our North Vancouver studio (see below for more information)
- Complimentary 11X14 Graduation Class Composite.
- Fotografica Studio Ltd. will take a formal group photograph and will offer an 11X14 print for \$27.00, which will be included in the Class Composite Folder.
- Fotografica Studio Ltd., will be taking Award and Diploma photographs at Convocation, and each student will receive one complimentary 4x6, additional copies or digital files are available by ordering directly with Fotografica Studio Ltd..

### GRADUATION PORTRAIT OPTIONS

#### **Option A – No Charge.**

Student will be photographed in his graduation gown only. Fotografica will choose and prepare the best pose for the yearbook and graduation composite. **With this option student does not have the option of ordering copies for personal use.**

#### **Option B - \$ 50 sitting fee,** payable at the time of your booked appointment.

Student will be photographed in various poses with cap, gown, flowers or diploma as well as casual shots with your own clothing. A set of 20 proofs will be available for viewing on a private on line gallery. You will use these proofs to place your print order.

Student will have the opportunity to select the pose to include in the yearbook and graduation composite, if order is submitted by order day.

50% of the sitting fee will be credited to your order if submitted within 60 days of receiving your proofs.

**Appointments for Graduation Portraits must be booked  
between September 15<sup>th</sup> and October 7<sup>th</sup>, using our online booking calendar.**

### **DATES FOR ST. THOMAS AQUINAS GRADUATION CLASS ARE AS FOLLOWS:**

Friday, October 14 <sup>th</sup> _____	5 pm - 8.45 pm
Saturday, October 15 <sup>th</sup> _____	10 am - 6 pm
Sunday, October 16 <sup>th</sup> _____	10 am - 6 pm
Friday, October 21 <sup>ST</sup> _____	5 pm - 8.45 pm
Saturday, October 22 <sup>ND</sup> _____	10 am - 6 pm
Sunday, October 23 <sup>RD</sup> _____	10 am - 6 pm

\* No appointments will be taken between 1 pm and 2 pm.

\* If you need to change your appointment after Oct. 7<sup>th</sup>, please call the studio.

#### **Photo sessions will be held at:**

Fotografica Studio Ltd, 1611 Lynn Valley Road, North Vancouver.

(Please see attached brochure for more information).

**1. BOOKING RETAKE APPOINTMENTS:**

Retakes will be done Saturday Nov. 26<sup>th</sup> from 10am to 4 pm. Please contact our studio by Nov. 23<sup>RD</sup> to book your retake appointment. There is a \$15 fee for retake sessions.

**2. ORDER DAY:**

Tuesday, December 13, 2017 – Graduation Photo package order day in Cafeteria from 2 pm–5pm.

**PAYMENT OPTIONS: Credit card (Visa or MasterCard) or Cheque, make payable to Fotografica Studio Ltd, NO POSTDATED CHEQUES. NO DEBIT**

**Please note :** If you are unable to attend the Graduation Order Day, you must deliver your order directly to Fotografica Studio **by the following day – in order to choose your yearbook composite photo.** Please do not deliver to the school. Otherwise, orders can be submitted at any time with no late fee.

**3. FRIENDSHIP PHOTO DAY**

**DATES: TBC**

**LOCATION: TBC**

**DETAILS:**

- Maximum of 12 students per group
- Everyone in the group photo pays \$10.00
- Each in the group receives one 5X7 colour print.  
You will be able to select the best pose, after you receive a gallery online with 4-5 options.
- The same pose should be selected by all in the group by the deadline.
- Please sign up for your friendship group photo by calling our studio before Nov. 12.
- Payment on the day of the photos: cash (exact change), cheque, VISA or MC. **NO DEBIT.**

**4. HOW TO USE OUR ONLINE BOOKING CALENDAR:**

- Using any browser go to <https://www.appointment.com/fotograficastudio>
- Go to **[Sign Up]** on the upper right hand side, and sign up as a user.  
**Please sign up with the student's last name and first name.** DO NOT REGISTER UNDER PARENTS NAME.  
This will allow you to change or cancel your appointment at a later date.
- You will receive an email with your user name and password.  
Use this information to log in and proceed to book your appointment.
- Once logged in, choose your school from the pull down menu and click 'Go.'
- Select the day you want to book your appointment and choose one of the available times. Times not showing have been already taken. You can only book one appointment for this event.
- Once you select a time, your personal information will be automatically entered.  
Email and telephone number are required to book an appointment.  
Please confirm all information is accurate.
- Select **BOOK** to submit your appointment.
- You will receive an email confirming your appointment. Make sure to print it for your records.
- A few days before your appointment you will receive a reminder of your appointment.

If you are experiencing any problems please contact our studio.

We will be happy to help you on: Tuesday to Friday 9 am to 2pm