

SAINT THOMAS AQUINAS HIGH SCHOOL GRADUATION PHOTOS INFORMATION PACKAGE CLASS 2021

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 \$30.00, which will be included in the Class Composite Folder.
- Fotografica Studio Ltd. will be taking Award and Diploma photographs at Convocation date TBC.
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 this 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 - \$ 60 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 online 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.

Session fee for all: Due to Covid-19 protocol we have a basic fee for both sessions of \$10.00, payable at the time of your session. This is due to special procedures and material needed to keep students safe. We will prepare a gown, sash and diploma for each student. Caps and flowers will be sanitized for each photo session. Diplomas are prepared for each student.

- In order to keep a safe environment, only the grad student will be allowed in the studio. Please arrive at the time of your sitting and not before, and do not be late. No group or family photos will be done.
- If you are not feeling well or have any cold symptoms please call the studio.
- You must wear a mask when you arrive at the studio. We will only ask you to take your mask off at the time of your photos.
- Please make sure to bring all your grooming utensils, as we are not able to provide any.
- Blotting papers are encouraged, to reduce shiny skin.

**Appointments for Graduation Portraits must be booked online
beginning October 7 and November 1 (instruction on the next page).**

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

Saturday, November 7 _____	9 am - 6 pm
Sunday, November 8 _____	9 am - 6 pm
Saturday, November 14 _____	9 am - 6 pm
Sunday, November 15 _____	9 am - 6 pm
Saturday, November 21 _____	9 am - 6 pm
Sunday, November 22 _____	9 am - 6 pm

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

* If you need to change your appointment after November 1, 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 December 12 from 10am to 4 pm. Please contact our studio by Nov. 8 to book your retake appointment. There is a \$20 fee for retake sessions.

2. ORDER DAY:

Tuesday, January 12, 2022 – Graduation Photo package order day in Cafeteria from 2:30 pm–5pm.

THIS IS THE DEADLINE TO SELECT YOUR POSE FOR YEARBOOK.

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. 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.
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.
DO NOT REGISTER UNDER PARENT'S NAME.
- 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.