

## **SAINT THOMAS AQUINAS HIGH SCHOOL**

### **GRADUATION PHOTOS INFORMATION PACKAGE CLASS 2023**

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

- Graduation Portraits at our North Vancouver studio :  
1611 Lynn Valley Road  
North Vancouver, BC V7J 2B5
- 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 – \$10 sitting fee**, payable at the time of your booked appointment.

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 - \$ 70 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.

- In order to keep a safe environment, only the grad student with one companion will be allowed in the studio. Please arrive at the time of your sitting and not before, and do not be late.
- Fotografica provides gown, sash, cap, flowers & diploma.
- No group or family photos will be done during this sessions.
- If you are not feeling well or have any cold symptoms please call the studio to reschedule.
- Please make sure to bring all your grooming utensils, as we are not able to provide any.
- We try our best to stay on time, but occasionally we could run late.  
We will ask you to wait in your car, in order to keep the allowed number of people in the studio.  
Thank you for your understanding.

**Appointments for Graduation Portraits must be booked online  
beginning September 26 and October 14**

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

Saturday, October 22	_____	10 am - 6 pm
Sunday, October 23	_____	10 am - 6 pm
Saturday, October 29	_____	10 am - 6 pm
Sunday, October 30	_____	10 am - 6 pm
Saturday, November 5	_____	10 am - 6 pm
Sunday, November 6	_____	10 am - 6 pm

\* No appointments will be taken between 1:20 pm and 2:20 pm.

\* If you need to change your appointment after October 1, please call the studio.

**Photo sessions will be held at:**

**Fotografica Studio Ltd, 1611 Lynn Valley Road, North Vancouver, BC  
(Please see attached brochure for more information).**

**1. BOOKING RETAKE APPOINTMENTS:**

Retakes will be done Saturday November 26 from 10 am to 4 pm.

Please contact our studio by Nov. 21 to book your retake appointment.

There is a \$20 fee for retake sessions.

**2. ORDER DAY: January 15, 2023**

You will receive an invitation to view your photos 2 weeks after your session, with more detailed instructions.

You will be able to place your order completely online.

Orders will be processed in the order they are received and sent to your mailing address.

Digital files will be ready for download once your order has been processed.

**THIS IS THE DEADLINE TO SELECT YOUR POSE FOR YEARBOOK.**

**Payment by: Visa or MasterCard.**

**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.

Tel. 604.984.6698

E-mail: [schools@fotograficastudio.com](mailto:schools@fotograficastudio.com)  
[www.schools.fotograficastudio.com](http://www.schools.fotograficastudio.com)

# GRADUATION PORTRAITS

**PROFESSIONAL SERVICES BY  
FOTOGRAFICA STUDIO LTD.**



## GETTING READY

---

Please come for your appointment at least 5 minutes before your scheduled time so you can sign in and fill out the necessary paperwork.

After you have checked in we will go over your complexion to make sure that you will look your best in your photos.

Before your appointment, be sure you are happy with your grooming; wash your face and neck well so that it is not shiny. Hide blemishes by using basic cover up make-up, make sure it matches your skin colour. This is frequently used on movie sets and photo shoots. Keep in mind that we will retouch every image for your print order.

It is your responsibility to check your hair before starting your session, along with any other fine detail that you want to check.

Students wearing eyeglasses will have the choice of being photographed with or without their glasses.

(We do our best to avoid glass glare, however in most cases we cannot eliminate it.)

## YOUR PHOTO SESSION

---

We will take the head and shoulder pose which is the graduation gown photos. Fotografica will supply the formal graduation gowns and caps for the photo session.

We ask you to keep company to a maximum of one person, to ensure all graduates are provided with ample photographic time. Your sitting should take about 15 minutes from start to finish.

## LADIES

---

To ensure that you are happy with your hair on your photo day, please try not to go to a new hairdresser just before coming in for your portrait session. Clearly explain to your hairdresser exactly what you would like done to your hair.

Fresh-looking, daytime make-up is best. Natural tends to be the key word when it comes to great photos. Just do what you usually do everyday. Use a little bit of loose powder to touch-up shiny areas on your face, and concealer to lighten up dark spots and cover blemishes. Try a neutral or natural-toned nail polish to make your nails look great.

Bring your make up for any last minute touch ups you might need. We start with your casual photos and end the session with the graduation gown.

We suggest you wear a blouse with a small high collar for the traditional look or a V-neck to achieve the bare neck look.



---

Delivering portrait photography with excellence and passion!

## GENTLEMEN

---

Light stubble can be picked up by the camera, so make sure you shave carefully the morning of, or a couple of hours before your session. Cleanse your face thoroughly to remove any oiliness and to prevent shine. Apply little bit of concealer or powder to even out your skin tone and minimize blemishes - Film and television makeup artists use it on everyone, including guys, to make them look good for the camera. Make sure you check your appearance and fix your hair immediately before your photo session.

For guys, choose a fresh, clean, pressed, light-coloured dress shirt that fits you properly, together with a tie that works with the blue colour of your school's gown.



## GROUPS

---

Please check with your Grad Coordinator for specific dates, and if your school offers this option.

A maximum of 10 friends can sign up for a group photo. All students in the group must pay \$10.00 at the time of the photo and everyone receives a 5 x 7 photo.

Do not include your group photo payment with your individual sitting fee.

Group and friendship photos are taken only within the time slots allotted for them, this is to make sure the regular grad photos are kept on schedule. Please arrive early, as any late groups might be cancelled if time runs short.

## TIPS AND SUGGESTIONS

---

Cover-up make up should be applied evenly. If the blemishes are slightly visible, we can still retouch them out.

## YOUR SITTING FEE

---

We accept cheques (not post-dated), Visa, MasterCard and Debit. **NO CASH.**  
Please make cheques payable to Fotografica Studio Ltd



## THINGS TO BRING

---

A list of things to bring to the photo session.

- General grooming supplies
- Hair and makeup products (comb, hair spray, face powder)
- Small props and accessories, like instruments, sports accessories, etc. (no pets, motorcycles or extra large items)

**If you have questions please make sure to contact our studio.**

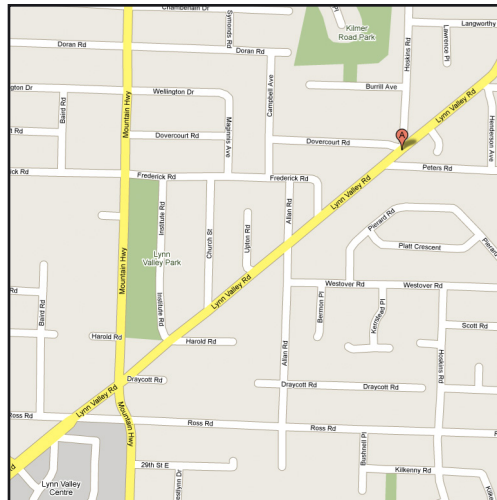
By phone at 604-984-6698

By email to [schools@fotograficastudio.com](mailto:schools@fotograficastudio.com)

Our Customer Service is available  
Tuesday to Friday from 9 am to 2pm

Our studio is located at

1611 Lynn Valley Road  
North Vancouver, BC V7J 2V5  
**[www.schools.fotograficastudio.com](http://www.schools.fotograficastudio.com)**



**fotografica**  
studio ltd

Delivering portrait photography with excellence and passion!