

Covenant Christian School

Memo to: Senior Class of 2009
From: Roseanne Culpepper, CCS Yearbook Adviser
Keri Fox, Ro-Mo Photo Studio Representative (850) 769-6277

Subject: SENIOR PORTRAITS

This is it! The final year of your high school journey begins soon and what better time to plan for your senior portraits than during the summer months?

Please read this entire letter, then call the studio at (850) 769-6277 to schedule your session for any days that there are appointments available, starting in the month of September 2008. You **must have your photos taken by Nov. 1st**.

YEARBOOK INCLUSION: Due to specific format design and software requirements, only portraits taken by Ro-Mo Photo Studio will be eligible to be produced in the yearbook. There is no obligation to purchase portraits; however, there is a sitting / yearbook production fee that is the responsibility of the student and is collected at each session.

TRADITIONAL POSES + ONE CASUAL POSE : \$10.00 sitting / yearbook production fee. You may wear your class ring if you want it accented in a couple of poses. Please advise your photographer of this. **AGAIN THIS YEAR:** Please bring one casual shirt with you to your appointment. We will include one head and shoulder casual pose to be included in the 2009 Yearbook.

Girls' poses: A black drape and a choice of (1) feathered boa (black, red, blue or pink)

Boys' poses: A tuxedo jacket, white shirt and bow tie with standard and casual poses.
(The drape, boa, tux jacket, shirt and tie will be provided.)

RETAKES: Retakes may be scheduled at the studio for \$10.00 + tax.

DELUXE CASUAL PERSONALITY POSES: \$15.00 sitting fee. You will wear your own clothing and may change outfits, as the time of your session permits (no more than 2 or 3 different outfits). You may also bring your own props, such as a band instrument, letterman's jacket, sports balls, pet, vehicle, etc. This may be done at the same time as your traditional sitting or you may schedule at any time during your senior year, through June 2009. We offer either indoor, outdoor or a combination of both settings, if you choose. Please advise when you call in for your appointment if you choose to have your casuals taken during the same visit, as we need to allow an additional 30 minutes for this appointment.

LOCATION PHOTOGRAPHY: \$120.00 sitting fee. You choose the Bay County location (beach, park, your home, etc.). You may go in with your friends or family, if you'd like. This session is good for up to one hour.

BLACK & WHITE AND SEPIA: Any of the images that we take are available in sepia and black and white as well as the standard color. You may select the options online to view the images in these forms, then specify which images to produce in these forms.

PORTRAIT COSTS: Orders are placed in a variety of full sheets and are \$16.95 each + tax. Examples of sheets are: 1) 8 x 10 OR 2) 5 x 7's OR 4) 3 x 5's OR 1) 5 x 7 and 2) 3 x 5's, etc. Each sheet is of one pose / image number. There is a 3 sheet minimum order on your first purchase. If you place a second order at a later date, then you will not be required to meet the minimum order again. We will also have package pricing available. Please review the options and decide what best suits your needs.

RETOUCHING: To keep portrait costs down for everyone, we offer our standard retouching services as an additional fee to be added only if indicated. The cost is \$34.95 + tax and will include retouching on all images ordered at the same time. We do recommend it for students that are prone to occasional or severe acne and other blemishes, even if it's not very visible when you view them online. Stray hair strands may also be removed if requested.

WALLET PERSONALIZATION: You may personalize your wallets with your first name and year of graduation for \$9.95 + tax per image. If you send in a request for a full name, then we will only print the first name listed and the year. Ex. "Mary Ann" would still be counted as one name.

PROOFING: You will receive a 10% discount if you proof and pay for your order within 3 days of your proofs being online. Images from your session will be posted on Ro-Mo Photo's website at www.romophoto.com.

Online Proofing Instructions:

- 1 Click "View Proofs"
- 2 Choose your school, then your name; enter password
- 3 Select pose for yearbook
- 4 Click "Order/View Prices"
- 5 Enter 1 for "Yearbook Pose Selection \$0.00" and repeat for "Casual Yearbook Pose"
- 6 Add to cart
- 7 Enter other order selections, if desired at this time

Note: Your proofs will only be online for a generous 8 weeks from the time they are posted. If you miss your chance to place your order, you may call the studio once you are ready to make your purchases and we will gladly re-post them for one additional week.

- 8 Secure check out; complete online prompts

Note: If only choosing a yearbook pose, you will need to select either "Mail in Payment" or "Yearbook Pose Only" as your method of payment so that you do not have to enter credit card information. If this is not done, your yearbook pose selection will not go through. In this instance and for anyone that does not select a pose, a Ro-Mo Photo representative will make your selection for you so that you will still be included in the yearbook.

Note: Please have a one word password ready to give on the day of your portrait session.

If you do not have internet access, you may contact Roseanne Culpepper, yearbook adviser to schedule an appointment at school or contact Ro-Mo Portrait Studio at (850) 769-6277 to schedule to view your proofs at the studio.

PAYMENT: You may order directly online by either entering your credit card information or by indicating that you will mail in your payment. If you select the latter option, then you will want to either mail in payment in full or drop it off at the studio in person at: **Ro-Mo Photo Studio, 748 W. 15th St., Panama City, FL 32401.** If order is placed within the 3 days of being online, then payment will need to be received immediately to remain eligible for the discount. Ro-Mo Photo will hold up on the processing of your order until it paid in full.

DELIVERY: The method of delivery for your portraits is either by picking up in our studio, or for a nominal fee, you may have them shipped directly to your home. (This is not recommended for orders with portraits 11 x 14 or larger, if at all possible.) Please indicate which option that you prefer when completing your order. The approximate turn around time for the completion of your portrait order is 2-3 weeks. If you have chosen to pick your order up in the studio, then we will call to advise you when your order is ready. If you need the order to be printed sooner than the normal turn around time, there will be a minimum of a \$25.00 rush fee.

Please keep this letter handy to refer to until you have ordered and received your portraits.

We look forward to serving you during the upcoming school year.