



## Lets make it simple.

- 1.** It is advised to have at least one member of your organisation available to coordinate during the photoshoot.
- 2.** We require a minimum space of 15m by 15m with easily accessible power points close by. We will turn up 30 minutes prior to the photoshoot to setup our lighting and camera.
- 3.** The background where the photo will be taken needs to be as minimalist as possible, a blank wall is perfect. Backdrops are not supplied.
- 4.** Please provide 15-20 tidy chairs.
- 5.** We suggest you have a schedule plan and allow ten minute intervals for each team/group photo.
- 6.** Groups need to be organized tallest to shortest with important people at the front i.e captains, vice captains, coaches, presidents, managers, teachers etc.
- 7.** Uniforms should be worn where possible with no watches, necklaces, bracelets etc.
- 8.** Please advise parents to refrain from taking photos during the shoot. We are providing this service complimentary to your organisation so it would be appreciated. Parents will be able to view, share and purchase photos online.
- 9.** The first proofs will be emailed within 24-48 hours for you to distribute to coaches/managers for members names. The more efficient these come back to us completed, the sooner your members can start purchasing from our website.
- 10.** We take your privacy seriously. **Say Cheese needs to be advised of any child or individual that does not wish to appear on our website.** We will rely on you to advise your members. We can simply blur this person on the website so members will still be able to view and purchase the team photos. Final printed product will not be blurred.



## We make it simple for you.

01

### Booking



Your Organisation makes a booking on our website for a preferred date. We will contact you via email to confirm and provide contact info for our photographer.

02

### Photoshoot



We will arrive 30 minutes before the booked time for setup and then take your group photos. We will require a space 15 meters square, preferably with a blank background or wall and 15-20 tidy chairs.

03

### Proofing



We will email you a proof sheet for each photo with an area for you to type in the names. You then return this to us so we can setup the photos.

04

### Setup/Signoff



We setup your photos with the provided names and send you back a final proof of each to sign off, confirming they are all correct.

05

### Online



Your organisations photo will be uploaded to our website, ready for the world to see. These will be easily searchable by organisation, year, team and even individual peoples names!

06

### Promotion



We provide you with a 'master photo sample' in PDF and JPG complete with ordering search codes that you can share with your members via email or social media to easily find their relevant photos on our website.

07

### Buy Online



Your members can browse all photos on our website and make a purchase online. We will look after the delivery or pickup of the printed photos.

08

### Thank you



We would love to hear any feedback on the entire process, so we can continue to improve our systems. We are also recording purchases made by your members so we can look at a club rebate in the future.



## Three different Options.

Our on-line shop is open 24/7 for your members to purchase their own photos at their leisure. We have freight options to have the prints couriered or free collected from our print shop: [About Image](#), 23 Eliot Street, New Plymouth.

### Standard Print

14" x 11" digital full colour print on a quality 400gsm board.

**\$20.00**

### Matt Finish

14" x 11" digital full colour print on a quality 400gsm board. Matt Laminated.

**\$30.00**

### Framed

14" x 11" digital full colour print on a quality 400gsm board. Mounted behind a glass frame with black edging.

**\$40.00**

### Support your members

When you book a photoshoot (or if you decided later on), you can select a level to fund to receive a discount code for your members to use during checkout.

The cost to your organisation is as follows:

10% Discount - \$100

20% Discount - \$200

25% Discount - \$250

50% Discount - \$500

Discount codes are valid for one year from allocation date.



## How can we help?



### Admin / Enquiries

[smile@saycheese.kiwi](mailto:smile@saycheese.kiwi)



### Photography Department

[photo@saycheese.kiwi](mailto:photo@saycheese.kiwi)

Head Photographer: Deane Riddick | 027 254 7523



### Design Department

[design@saycheese.kiwi](mailto:design@saycheese.kiwi)



### Print Shop

About Image

23 Eliot Street, New Plymouth

[aboutimage.co.nz](http://aboutimage.co.nz)