

Lifetouch photography team names

Host responsibilities

Thank you for partnering with us for this event. Your role is to greet the individual, couple or family that is being photographed and ask them to fill out a *Lifetouch Welcomes You* card. Keep the completed cards at the check-in table and hand them to the photographer in order of appointment time.

Important notes:

- The *Lifetouch Welcomes You* cards are sequentially numbered and it is important that the cards are used in order.
- If a card needs to be replaced (family made an error filling it out), please write VOID across the card and give it to the photographer - do not throw the card away.
- If you run out of cards in a pad, ask your photographer for a new pad.

Lifetouch Welcomes you		
The information provided will be used for all directory products Please print clearly		*12345678*
Customer information	Publication information – to be listed in your directory products	
Last name _____	Last name _____	
First name _____	Adult 1 _____	
Street address _____	Adult 2 _____	
City _____	Children/others to be listed in the directory	
State _____ Postal Code _____	1 _____	
Phone _____	2 _____	
Email _____	3 _____	
<input type="checkbox"/> Check here if you are a Staff member	4 _____	
Name _____	5 _____	
Title _____	6 _____	
<input type="checkbox"/> Check here if you are a Visitor (being photographed for another organization)	<input type="checkbox"/> list additional names on back if needed	

Special circumstances

- **Staff members:** remind staff members to check the *Staff* box on the card and include their name and title.
- **Visitors:** Sometimes a family from another organization will be photographed at your location. They will need to check the *Visitor* box.
- **Minors:** Sometimes we receive requests to photograph a minor (under the age of 18) for the directory. A parent/guardian will need to complete a *Minor Release form* from the photographer.

If a family does not show up for their scheduled appointment

Call the family immediately. If they have forgotten and an alternate time slot is available that same day, ask if they can come in at the open time. If no appointment is available, the Program Coordinator should be contacted to reschedule the family on another date.