

GUIDELINES FOR THE HOST OR HOSTESS

Thank you for taking the time to help your Church with this very exciting project!

FORMS AND SUPPLIES NEEDED:

Master List of Appointments	(Church will provide)
Master Check Sheet Form(s)	(Photographer will provide)
Sit Tickets	(Photographer will provide)
Blank Shipping Labels	(Photographer will provide)

When a family/individual arrives at the Church, greet them and proceed in the following manner:

1. Find their name on the **Master List of Appointments** and mark them off.
2. Ask them to write their name and phone number in the next available space on the **Master Check Sheet Form**. In the lower left hand corner of their space, write the family's sitting number. You will find this number on the next available **Sit Ticket**. Have the family fill out a **Shipping Label** with their name, address, city, state and zip code. At the top left corner, write their sitting number, at the top right, write the church account number. This will be used to ship their portrait order. **We strongly encourage you to have your roster available to update your file from the information on each sit ticket.
3. Give the family/individual the next available **Sit Ticket** and ask them to **PRINT** all information that is requested at the top of the **Sit Ticket**. Ask the family/individual to return the **Sit Ticket** to you when they have completed it.
4. Check each **Sit Ticket** when it is returned to you to make sure that all information has been filled out. Check to make sure that only the names of those family members who will be photographed are listed at the top of the **Sit Ticket**.

Please don't hesitate to ask the Photographer or any of the Universal staff any questions that you may have.