

Legion Santa Party Pictures

Upwards of 150 children sitting on Santa's lap along with a few grown up children will get their picture taken. Since this is a two hour party, that equates to roughly less than one minute per child that each child gets to visit with Santa, get a picture taken, let parents take pictures and get his/her gift so organizing to keep things running smoothly is critical.

Planning should be for 200 to insure we have plenty of supplies.

Volunteers needed:

Registration – two minimum.

Photographer

Photographer assistant/runner – one

Printmaster

Printmaster assistant – one

Backup photographer and printmaster assistant – one

Enough Legion members to maintain order around the check in area and the photography/printing area

Registration:

Tables should be set up in the lobby – generally 2 - along with 2 or more volunteers to help the visitors fill out the registration card which will be used to insure the pictures taken get to the proper parents.

Some questions that parents may ask : Do you charge for the picture ? - No. Can we take our own pictures ? – Yes. Can Santa hold or have in the picture both of our children ? – Yes. Can I (mom or pop or grandma, ect) also be in the picture ? – yes. How many pictures will you take ? – one. If you email pictures, when will I get it ? – in a couple of days. How long after you take the picture can I pick it up ? – we try for less than 30 minutes.

Visitor control:

The area around Santa should be kept as clear as possible. Visitors should be more or less lined up to pass by the photographer who will control the flow to Santa. However, many parents will want to take their own pictures so the “security” should be loose enough to accommodate that but to keep the others back so the process doesn't get slowed down.

Santa lap and picture control:

All the children – along with their parents – should be in a line up to the photographer and the assistant. The photographer will control the flow up to Santa. Parents give the registration

card to the assistant who makes sure when the child goes to Santa, he has the correct card. After the picture, the photographer tells the assistant what the picture serial number is and the assistant writes that on the card. Occasionally there will be two pictures of the same child in which case both numbers are to be written on the card. The assistant will keep the cards in serial number order and periodically the photographer will pull the card from his camera and the assistant will take the registration cards and camera card to the printer. He will bring back previously used camera cards.

Picture processing:

Printer area should have 2 or more tables and 3 or more chairs. The main Legion printer will be used and the spare printer will be set up as a backup and also as a direct print printer should another photographer want to print his or her own picture. This needs to be controlled so it doesn't get overused.

"Printmaster" loads the pictures from the camera card into his computer, prints from the loaded files and erases the camera card after printing that batch. As the pictures are printed, the serial number is written on the back and the picture and Registration card handed to the Printmasters assistant who will keep them on a table while the ink is drying then line them up on the pick up table for the parents to pick up. The assistant keeps the registration cards in serial number order. They are to be kept in the office as they are the link of "name" to "picture serial number" that is in the computer.

Pictures not picked up when the party is over should have the name written on the back and left in the office. Some parents will call or stop by later and some will not ever be picked up.

Within a few days, the pictures that parents wanted emailed should go out.

The picture files should be transferred to the Legion computer.



Your name: _____

Childs Name: _____

I would like: Photo to take home: ___ Email a photo: ___ Both: ___

Email photo to: _____

Note: We will not use your email address for anything other than sending the picture to you and will delete it from our computer after the picture is sent.

Phone (optional): _____
(In case there is a problem e-mailing your picture)

**PICK UP
PICTURES**

**SIGN IN FOR
SANTA
PICTURES**