



Mongan Dance Academy — Picture Day

DATE: Saturday, June 2, 2018

TIME: 10:45 AM to 6:15 PM (See schedule for your class time)

WHERE: Evergreen Park High School Gym (Enter at “sports gate” entrance from main parking lot)
9901 S. Kedzie Avenue, Evergreen Park

PHOTOGRAPHER: Lifetouch Special Events (1-888-255-5191)

WEBSITE: <https://order.lifetouchsports.com>

Picture Day ID Form: RN727023X0

A group picture of each class will be taken. Individual pictures will be taken for every student who pre-orders a picture for that class. Even if you do not want to purchase a group picture, your child should still be in the picture.

For Pre-Ballet/Tap 2 and 3 classes, we will only be taking a **GROUP picture in the BALLET costume**, followed by **INDIVIDUAL pictures in the BALLET costume**. However, you can have an **INDIVIDUAL picture taken in the TAP costume also**. **You need to complete a separate order for the TAP picture.**

ORDER PICTURES — All picture packages must be pre-ordered. If you are not happy with the results, Lifetouch Photography will offer a 100% refund. Complete an order form online **OR** in paper form for **EACH** dance style (ballet, tap, modern, jazz, hip hop) as follows:

1. Order and pay online (see above for website and ID). Print (or email) the page with the confirmation code and submit to MDA staff **OR** take to Picture Day event. **NOTE: We do NOT need the payment receipt.**
2. Complete one paper order form (available at MDA) for **EACH** dance style and make payment as follows:
 - Insert a check payable to Lifetouch Photography **OR**
 - Insert the correct amount of cash **OR**
 - Go to <https://payments.lifetouch.com> to make a secure credit card payment. Write the confirmation code in the box provided on the bottom of your order form.

Submit paper order form with check, cash, or confirmation code to MDA staff **OR** take to Picture Day Event.

3. If you do **NOT** pre-order your package prior to the Picture Day event, please arrive **AT LEAST 20 MINUTES EARLY** to meet with a consultant from Lifetouch Photography.

ARRIVAL — Arrive 10-15 minutes prior to your group’s scheduled time. **Your child should be picture ready** (costumes, tights, shoes, accessories, hair and make up complete). Make up is optional for the younger students. There is no required hair style for Picture Day. Check in with MDA staff at the reception tables. **NOTE: If you are late for your child’s scheduled group and the group picture has already been taken, then your child will not be in the group picture, but may still have an individual picture taken.**

WAITING FOR YOUR GROUP’S TURN — Sit in a group with your class. Please do **NOT** allow children to run. Food and drinks are **NOT** allowed in the gym. Water bottles are acceptable.

SIBLINGS/FRIENDS PICTURES — You are welcome to have pictures taken of siblings, cousins, or friends. Speak with MDA staff in advance to schedule the time near one of the students’ class pictures. All students must be together and ready at the scheduled time. **NOTE: Sibling/friends pictures need a SEPARATE Order Form.**