

MONGAN DANCE ACADEMY PICTURE DAY INFORMATION

DATE: Saturday, June 3, 2017

TIME: 11:00 AM to 6:00 PM (See schedule for your class time)

WHERE: Mongan Dance Academy
3521 W. 95th Street, Evergreen Park, IL

PHOTOGRAPHER: Lifetouch Special Events (1-888-255-5191)
<https://payments.lifetouch.com>

ONLINE ORDER LINK: <https://www.glossyfinish.com/order/>

1. **ORDER FORM** — Complete one Order Form for EVERY dance style (Ballet, Tap, Modern, Jazz, Hip Hop)

NOTE: Pre-Ballet/Tap II and III combination classes are considered TWO dance styles for pictures. If you want a portrait package of BOTH dance styles, you need to complete TWO Order Forms and order TWO separate portrait packages. You can NOT mix and match a portrait package with both Ballet poses AND Tap poses. See “Examples” below. NOTE: You can order any pose or group a la carte.

2. **PAYMENT** — Go to <https://payments.lifetouch.com> to make a secure credit card payment (mobile-friendly also). Be sure to write the confirmation code in the box provided on the bottom of your Order Form.
3. **COMPLETED ORDER FORM** - Submit your completed order form OR receipt to Mongan Dance Academy staff during regular class time at the studio **BEFORE** Picture Day, if possible, OR take it to Picture Day with you.
4. **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. (NOTE: Make up is optional for the younger students.)

NOTE: If you are late for your child’s scheduled group, then he/she might not be in the group picture, but may still have an individual picture taken.

5. **ORDER FORMS** - Check in with the MDA receptionist in the lobby. If you did not pre-order your picture packets, complete a paper order form at that time.
6. **WAITING FOR YOUR GROUP’S TURN** - Sit in a group with your class.

NOTE: Food, drinks, and shoes are NOT allowed in the dance room.

EXAMPLES FOR PRE-BALLET/TAP COMBINATION CLASSES

- (1) I want to order a group picture of Ballet and an individual picture of Ballet. I do not want to order any Tap pictures:
Complete ONE Order Form for Ballet. (Note: Your child still needs to be in the Tap group picture.)
- (2) I want to order group pictures and/or individual pictures of BOTH Ballet and Tap:
Complete TWO Order Forms, one for Ballet and one for Tap.
- (3) I want to order a group picture of Ballet and an individual picture and/or group picture of Tap (or vice versa).
Complete TWO Order Forms, one for Ballet and one for Tap.

PICTURES OF SIBLINGS AND/OR FRIENDS TOGETHER

You are welcome to have pictures taken of siblings, cousins, or friends together. Speak with MDA staff to schedule the time. (It will be scheduled during 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.