



Evangel Christian School  
Class of 2022 Senior Portrait Information

## SENIOR PORTRAIT FORMALS and optional Casual Mini Sessions

### SUMMARY

**DATES** - August 2 – August 12, 2021

**LOCATION** - Riverchase Galleria Office Towers Suite 301 (lobby/entrance level).

3000 Riverchase Galleria, Suite 301  
Birmingham, AL 35244

**SESSION(S)** - Senior Formals and option Casual Indoor Mini-Session

**SCHEDULE** - 1 hour block scheduling. There will be different time blocks on different days to accommodate Seniors' schedules.

**ACTION** - Call now! Call Cyndi at 205-516-4247 to schedule. Times will be assigned on a first-call best choice basis.

**ADVANCE PAYMENT** - You will make an Advance Payment(AP) of \$95 towards Senior Formals or \$140 if you choose to do the Casual Session. 100% of the AP will apply toward your purchase.

**PROOFS** – You will receive a PDF proof sheet via email of all images in 1-2 business days after your session.

**ORDERING** – Yearbook selection must be made no later than Sept 30 or we will have to select for you

Step 1 - Select your yearbook image and images that you intend to order.

Step 2 – Email those image numbers to us.

Step 3 – We will edit those images, upload to the online ordering system and email you when they are ready.

Step 4 – Place your order. Your AP credit will be automatically applied to your order.

All orders will be mailed directly to you. Most are delivered within 5 business days.



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## DETAILS

Parents and Seniors of the ECS Class of 2021, TCI SENIORS (Time Capsule Images) is proud to be the official photographer for the ECS Senior class of 2022. We look forward to taking your yearbook portraits as well as seeing everyone at various Senior and School events for this school year – Football Games, Homecoming, Prom, and of course, Graduation!

Please review the following information and if you have any questions, please contact us via phone or email using the following contact information:

<u>Email</u>	<u>Phone/Voicemail/Text</u>
<a href="mailto:cyndi@timecapsuleimages.com">cyndi@timecapsuleimages.com</a> <a href="mailto:barry@timecapsuleimages.com">barry@timecapsuleimages.com</a>	Cyndi – 205.516.4247 Barry – 205.919.2131

We try to respond to all voicemails and emails within one business day. If you have not heard back from us in 2 business days, we did not get your email or voicemail, so please try again.

**PLEASE LEAVE A VOICEMAIL WHEN YOU CALL** – we are often in sessions where we cannot answer immediately, but we will call you back as soon as we can. Leave your name, reference ECS Seniors and leave us a contact number. If you have a specific question, leave that on the voicemail and we will make sure we have an answer when we return your call.

**LOCATION** - We will be conducting the Senior Photo Sessions at 3000 Riverchase Galleria Towers in Hoover (35244). We will be in Suite 301 which is on the same level as the lobby.



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### **SCHEDULING**

We will use block scheduling again this year to allow us to maximize the appointment times per day.

You will be assigned a specific hour block of time in which your appointment will take place. Your arrival time is anytime during the first 30 minutes of the assigned hour. Enter the Galleria Office Towers through the lobby entrance from the parking deck. There is guest parking on both sides of the tower. Proceed to the Studio to let us know you have arrived. We will assign you a number and have you wait in a designated area. We will come and get you when it is your turn. You will be called on a first come first serve basis during your assigned hour.

### **BOOKING YOUR APPOINTMENT**

*Please call as soon as you can to book your time.* Have in mind the day of the week you prefer, and we will assign you the first available time on the weekday of your choice. We will have times each day from Monday Aug 2 through Thursday Aug 12, but times will vary depending on the day of the week. You will have your choice of day and time block depending on what is still available when you call, so for best choice, call as soon as possible. *Please call Cyndi at 205-516-4247 to schedule.*

When you book your appointment, you will be sent a link to make an advance payment towards your picture purchase. The payment is \$95 for the formal session or \$140 for formal and casual mini session (see descriptions below). This payment applies 100% towards your purchase and covers the ECS Special Print Package or 1 Digital Image for formals. This credit will be automatically applied when you place your order.

### **New for Class of 2022 – Indoor Casual Mini Session**

We are offering a 10–15-minute mini session for the Class of 2022. This will include a couple of headshots (great for college applications, sorority rush paperwork and scholarship applications) along with 2-3 casual poses. You will receive proofs for ~12 images to choose from. There is no additional session fee/cost for doing the casual session, the only requirement is that you spend an additional \$45 on your senior portrait order.



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### **SESSION**

We do run on schedule, so plan to arrive during your assigned time. If you are late, we will try to work you in, but cannot guarantee that we will be able to do that. Seniors and their “chaperone” will be responsible for getting dressed this year – we will only be able to provide minimal assistance.

We will have two dressing rooms again this year. One dressing room will be assigned to senior girls (drapes) and one will be assigned to senior guys (tuxes) and we will schedule appointments accordingly. Senior guys must bring a plain white t-shirt to the session. Senior girls should wear a camisole or tank top.

Only the senior and 1 “chaperone” will be allowed in the studio during their session. Temp checks will be done before you enter the studio and if you have a temperature above the recommended level, you will not be allowed in the studio. We are not requiring masks to be worn this year, but feel free to wear them if you would like. We do ask that you reschedule if you have been exposed to Covid or show any symptoms.

We will disinfect clothing between sessions

### **ORDERING**

- You will receive a pdf proof sheet via email of all images taken. (1-2 business days after your session)
- You will select your yearbook photo and the image(s) you plan to order and email us those choices
- We will do the final edits on those images, upload them to the ordering system and email you when they are ready. Allow approximately 3-4 business days – this will depend on when you submit your choices.
- All yearbook and order choices should be made no later than Sept 30, 2021. After that date, we will select your yearbook image to be submitted in order to meet the yearbook deadlines.

If you must reschedule, you will be subject to a \$25 rebooking fee if you do not call us at least 24 hours in advance to reschedule.