



Dear Team Manager,

You should also have the instructions for parents/team members, and an order form to help you with the team photo process.

The **PHOTOS HAVE TO BE pre-ordered** and **PAID FOR ON THE PHOTO DAY**. To assist you with the smooth running of the ordering may we suggest the following:

ASAP: Book a suitable date and time for your team online:
<https://www.ppphotography.com.au/book/>

2 WEEKS PRIOR PHOTO DAY: Write day, time and place allocated to your team on the instructions & distribute to players/parents.

1 WEEK PRIOR PHOTO DAY: Collect money from each player/parent. Clearly type or write each order on the order form and place the money in an envelope or resealable bag.

PHOTO DAY: Hand the envelope containing the order form and the money to the photographer.

NAMES: Separate instructions will be handed out on photo day to type the names of the players online while viewing the actual team photo.

DISTRIBUTION: The photos will be distributed to the club before the end of the season.

Thank You for your time and effort.

Philippe Penel Photography