

## Important Dates

Book Appointment  
Now-July 15

Photo Shoot  
June 23-September 8

Viewing/Purchasing Session  
Usually 1-2 weeks after the shoot

Portrait Delivery  
Usually 1-2 weeks after viewing; a  
bit longer for some items like books

Dear Notre Dame Academy Parents,

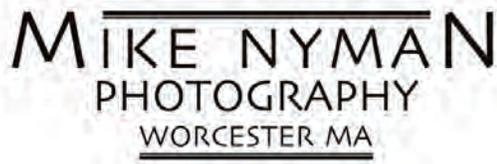
Thanks for the privilege of being NDA's yearbook photographer for a third year. I've enjoyed going to the many assemblies, sporting events, concerts, and theater productions throughout the year, and my staff and I look forward to getting to know the students even more during the senior portrait sessions that will happen this summer. One of the advantages to being around throughout the school year is that students will be a little more comfortable when it's their turn in front of the camera, which makes for a much more enjoyable and natural session for everyone. And that means better portraits!

Enclosed you will find detailed instructions, timelines, and helpful hints to make your student's senior portrait experience a stress-free and successful one, so please take a careful look through the following pages, and don't hesitate to call or email with further questions.

The next step >>> book your appointment >>>



Gabby, Moore State Park



## Book Your Appointment

Now through July 15

Important Note: Use the coupon code "NDA2014" to receive \$50 off your portrait sitting fee if booked by July 15.

Step 1: Visit <http://MikeNymanPhotography.com/nda>

Step 2: Choose your session type and location. Sitting fees vary slightly by distance from Worcester.

Most students choose to have their photos taken on location, so we have several popular options at local parks to choose from (see the table of dates below). You may also choose a custom option if you have your own location in mind. We welcome your creative ideas, so let us know how we can enhance and fulfill your senior portrait hopes.

Studio sessions include two options: 1) Full portrait session, which includes multiple outfits and a variety of posing; 2) Headshots, which includes a single outfit and is intended for those who are looking for yearbook inclusion only. This is the best option for those wishing to use another photographer.

Studio Session	Purgatory Chasm	Moore State Park	Old Stone Church	Green Hill Park
July 11	July 24	June 24	July 8	June 23
Aug 5	Aug 4	July 25	July 21	July 10
Aug 28	Aug 26	Aug 6	July 31	July 23
	Sept 10	Aug 21	Aug 14	July 29
		Sept 3	Aug 29	Aug 8
		Sept 11		Aug 12
				Aug 18
				Aug 22

Other dates may be added as needed.

Step 3: Choose an available date and time from the calendar.

Step 4: Login with your Facebook or Google+ account or create an appointy account.

Step 5: Fill in the requested information.

Step 6: Pay your sitting fee through the PayPal link using a credit card or your existing PayPal account. You should receive a confirmation email soon and a reminder email about a day before your appointment.

The next step >>> portrait session >>>

If you chose a location sitting, you'll receive an email, text, or phone call a few days before your session detailing a specific meeting place.

Each on-location shoot is 50 minutes long, and includes up to 3 outfits. Please do your best to arrive at the meeting place on time. If we have someone scheduled in the slot immediately after yours, we will not cut their session short.

Studio sessions happen at our studio at 539 Prospect St., West Boylston. Look for the Pinecroft Restaurant and use their parking lot. We're in the yellow building on the left, up the stairs. Headshots take about 15 minutes and full studio portrait sessions take about 40 minutes.

### Tips on How To Prepare and What To Wear:

Try to aim for at least one classic and timeless outfit. Solid, primary color shirts match well with jeans or khakis. Your future children and grandchildren will inevitably get a chuckle at what you thought looked good way back in 2014, but at least try not to end up as a "#11 made my jaw drop" on BuzzFeed.

Outfit changes: Plan on changing quickly so you have more time for pictures.

Hair and makeup: natural is probably better: Wear your hair and makeup like you normally would, chances are you'll be happier with your photos!

Originality: If you have some ideas of your own, don't be afraid to speak your mind, preferably in advance of the session so we can help you with any details or special considerations.



Kirsten, Custom Location

The next step >>> viewing and purchasing >>>

## Viewing and Purchasing

1-2 weeks after your photo session

At the end of your photo shoot, you will make an appointment with one of Mike's assistants for a viewing & purchasing session.

This session lasts 1-2 hours and typically takes place within 2 weeks of the photo shoot.

All viewing & purchasing sessions are held at Mike's photo studio, located at 539 Prospect St., West Boylston. Look for the Pinecroft Restaurant and use their parking lot. We're in the yellow building on the left, up the stairs.

This session is the time at which the yearbook photo is chosen, as well as when all photos/products will be purchased. Please come prepared to do so, as we will not be placing photos online for purchasing.



Sarah, Green Hill Park

### Tips:

If all family members must have a say in which photos will be chosen, make an appointment time that will accommodate everyone. There will be a \$25 service charge if you need to schedule a second viewing session.

If you only have certain size photos on display in your home, know what sizes they are so you can order the same size at the viewing & purchasing session.

Coming with a list of all people who will be receiving photos (ie: multiple aunts, uncles, grandparents, friends, etc.) can help with the confusion of placing large orders.

Cash, checks, credit and debit cards accepted. Payment balance is due at the time of purchase.

See this year's products and pricing on the next page. Let us know if you have something in mind that you don't see offered. Chances are we'll be able to accommodate.

Prints

Print Size	Color	BW	Backing Board	Frame A	Frame B	Frame C	Gallery Wrap
20x30	60	70	+25				390
20x24	50	60	+25				
16x20	35	40	+15	245	275	295	265
11x14	25	28	+7	170	190	200	190
8x10	20	22	+5	100	120	130	160
5x7	17	18	+5				
4x5/4x6	15	16	+5				
8 Wallets	20	22	-				

Frames come in the next major size up, e.g. 11x14 Print will have a 16x20 frame

Books

Book Size	Base (20 photos)	Additional Pages Each
7x7	\$200	+\$5
8x10 / 10x8	225	+5
12x12	275	+7
13x11 horiz.	325	+7



Digital

Purchasing the digital files gives you the usage rights to print your own items and use them how you would like. Perfect for the do-it-yourself-ers or those who just want to have digital files for posterity. Please see the "Understanding Copyright" for more information concerning why you might want the digital files. Digital files will be delivered via zipped folder containing full resolution JPGs in the sRGB color space, polished and ready for printing.

# of files	Price Each
1-4	\$50
5-9	\$40
10-19	\$30
20+	\$25

The Copyright Act protects photographers by giving the author (creator) of the photograph the exclusive right to copy, edit, and distribute image by sale or transfer.

These exclusive rights make it illegal to copy, scan, edit, or share photographic prints and digital media without the photographer's permission. For more information on copyright basics, please visit: <http://www.copyright.gov/circs/circo1.pdf>

So unless you purchase prints directly from us, whether in person or through our website, you are not allowed to scan and make derivative prints. As a courtesy to you, we do provide a low resolution digital file of purchased photos for your use on social media sites, but we ask that you please refrain from cropping out or distorting the logo in the bottom right hand corner of the photo.

However, when you purchase **digital files** from us, we are granting you the rights to make your own prints (and other derivative items like books and coffee mugs). Though the legal copyright remains with Mike Nyman Photography, we sell you the rights to make your own prints (along with a letter stating the transaction in the case you are questioned by your printing service).



Laura, Green Hill Park

When you see the  
copyright overlay,  
you do not have  
any usage rights.

When you see this  
in the corner, we're  
letting you know  
that you may  
post this on your  
own social media  
sites, but please  
don't crop out the  
watermark.



Danielle, Purgatory Chasm

Don't forget that we're at the school throughout the year, photographing yearbook headshots, sporting events, concerts, theater productions, special assemblies, and clubs.

You may view and order this year's photos at standard pricing through June of that school year, and then they will be placed in an archive folder at a slight increase for one additional year.

Visit the link above and enter the password "billiard" when prompted. St. Julie Billiard is the foundress of the Sisters of Notre Dame.



Caroline, The Wizard of Oz