

A PRACTICAL GUIDE FOR EDUCATORS

Portrait Day Planning Guide

Use this checklist with your team to confirm the date, prepare the space and keep students moving calmly through portrait day.

No centre setup, photography or service fee.

Families decide whether to purchase digital files or prints.

01 Before the day

☐ **Confirm the date and contact**

Agree the date and a centre contact with EIZO Studio.

☐ **Estimate participation**

Estimate participating students and educators, including the students' age range.

☐ **Choose an indoor space**

Share your available room. A small multipurpose room or quiet classroom corner usually works; confirm the setup with EIZO.

☐ **Agree the class flow**

Plan the class order and timing. Teachers bring small groups or individual students. Timing depends on numbers, routines and space.

☐ **Inform families**

Share EIZO's supplied portrait-day information with families before the day.

Working notes

Confirm these details with EIZO.

School / centre

Proposed date(s)

Centre contact

Student count / age range

Indoor room / area

Class order / timing notes

Bring these notes to your inquiry.

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A calm day. A clear plan.

A familiar educator and a clear student flow help children settle in. Let the photographer guide natural expressions at a calm pace.

02 Who handles what?

Your centre / teachers

- Confirm the date, room, centre contact and class schedule.
- Share supplied information with families.
- Bring students calmly to the portrait area, individually or in small groups.

EIZO Studio

- Bring and set up the portrait equipment on site.
- Guide children at a calm pace and prepare their photographs.
- Manage payments, ordering help and print fulfilment.

03 What to tell families

- Share the confirmed date and EIZO's portrait-day information. Comfortable, familiar clothing helps children feel at ease.
- Families choose whether to purchase digital files or prints after viewing the photographs. Ordering is optional.
- Family ordering support is available in English, Cantonese and Mandarin.

Ready to plan your portrait day?

<https://eizoschoolphoto.ca/school-photo-inquiry>

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[Read the online planning guide](#)