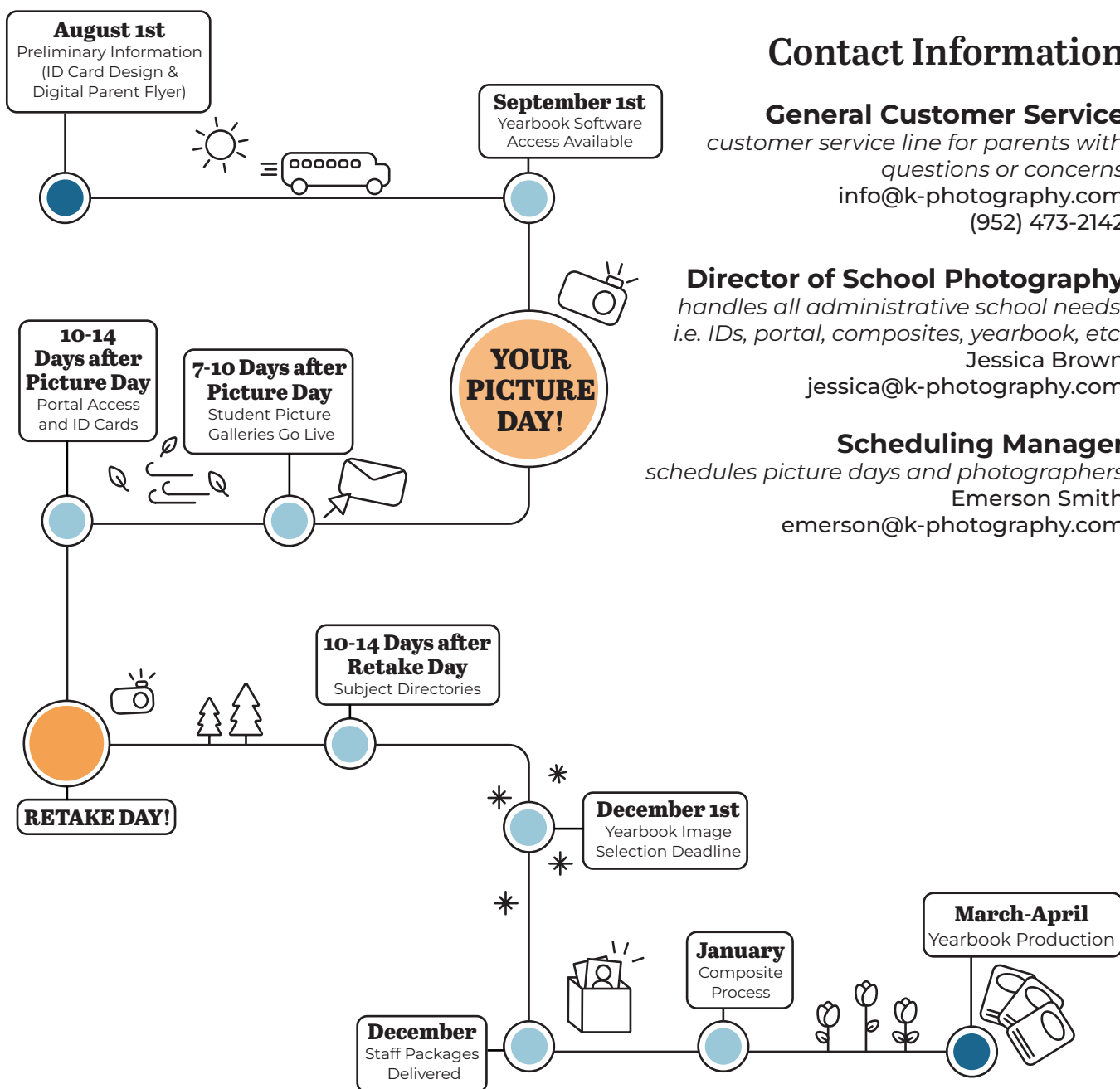


Kemmetmueller Photography



Who Are We?

We are *Kemmetmueller Photography*, your district's school photography provider! We are a locally-owned family business that has operated in the Greater Lake Minnesotan area for over 50 years. We are one of the fastest-growing, independent photography companies in Minnesota and considered one of the largest, non-corporate studios in the Midwest. We look forward to working with you and photographing your upcoming picture days!



Contact Information

General Customer Service

customer service line for parents with questions or concerns
info@k-photography.com
(952) 473-2142

Director of School Photography

handles all administrative school needs, i.e. IDs, portal, composites, yearbook, etc.
Jessica Brown
jessica@k-photography.com

Scheduling Manager

schedules picture days and photographers
Emerson Smith
emerson@k-photography.com

We at Kemmetmueller have been working with local schools for years and are so happy to be able to support local businesses as well as be a contributing member to the community! We have been doubling our business with schools every year and continue to work hard for each district we have the pleasure in working for.

Before Picture Day

ID Card Design

Student ID cards will be customized based on each school with a logo and the student's identification information. We will discuss any specific customizations as well, such as color per grade.

All information that you need placed on student or staff ID cards **must** be included on the initial roster that is given to Kemmetmueller Photography.

QR Codes for Picture Day

QR codes are created for picture day from the roster that we receive for your school. This data connects each student's images to their information. They will be organized by request (i.e. teacher, alpha, etc.) and will be dropped off **a week prior** to your picture day. These QR codes are **only** for picture day use, and should **not** be sent home to families.

Parent Flyer

We have attached a digital parent flyer for you to share with your families! It discusses what to expect, how to order, and how to choose their yearbook photo. If you need a week-of flyer that you'd like to have printed, please let us know and we can get those delivered a with your QR codes **a week prior** to your picture day.

Picture Day Process

First, we will establish when and which seasons your picture days will be held. When the date is set, we will call your coordinator one week before picture day to confirm details and make sure parents are reminded about their child's picture day. Your dates will be set soon so look out for a separate email. We will also provide you with flyers to send out prior to your picture day.

- 1** Our staff will arrive at least 60 minutes prior to the student-start time in order to set up and be ready to go.
- 2** We will take around 3-4 photos of each student in various poses.
- 3** We will take 1 photo of each staff member with arms at their side.
- 4** Once the picture day schedule has been completed, we will communicate with the main office to ensure that a last call has been made, and to answer any questions or concerns we have, such as additional student information needed from a new student.

What Happens After Picture Day?

After picture day, it takes about 7-10 days for photo processing. Once everything looks good to go, we will send out both the emails with our View First galleries to families, as well as an email to your administrative contact stating that galleries have been shared and provide the appropriate contact information for parents if they have questions or need help ordering.

- Galleries Go Live
- Staff Photos
- Portal Access
- Student Directories and ID Cards
- Yearbook Image Selection Deadline
- Staff Packages
- Yearbook Information

View First Online Ordering System for Parents

Our View First system is a new cutting-edge technology where parents can view all of their child's images online before selecting which ones they want to buy. With this program, **we have eliminated the use of collecting cash and order forms**, not only making it easier on the schools, but easier on the parents. Parents can choose, edit, and order all their photos online and have them delivered directly to their homes in approximately 3-5 days.

This system also allows parents to **choose their child's yearbook photo!** They have the ability to pick an image between any initial images and retake images that are taken. This chosen photo is only for the yearbook, not for the student IDs or subject directories. This deadline will be communicated to both families and administrative staff toward the end of the calendar year.

Staff Photos

Staff will receive a link to their online gallery at the same time families receive their links for ordering. This allows each staff member to view their picture to decide whether they would like to participate in retake day.

Portal Access 10-14 Days after Picture Day

Each administrative contact will be asked after the first picture day who will need access to your school's portal. We will share access with those users and include an information sheet on how to use the software. If additional members need to be added throughout the year, let us know and we will send them access information.

Your school's portal will be accessed through a program we use called PLICGo. This program is a cloud-based application that does not need to be downloaded to your school's computer. Within the portal, you will be able to access all student and staff data, print student and staff IDs at your school, and download and student information for your student management software (i.e. Skyward, Infinite Campus, etc.).

Your portal will be available after your initial picture day(s), and the administrative contact will be notified once it is ready.

Student Directories and ID Cards 10-14 Days after Picture Day

You will receive your student directories and student and staff ID cards 10-14 days after the initial picture day(s). These will be delivered to the school.

What Happens After Picture Day, cont.

**Yearbook Image
Selection Deadline**
Beginning of
November/December

All yearbook images need to be selected by the beginning of November for high schools and the beginning of December for middle and elementary schools. This date will be communicated with both the parents and the administrative contact to ensure that the deadline is known. Once the deadline is passed, no changes are allowed to be made.

We will begin to pull the final images for the yearbook export at a higher resolution and place them into each school's portal, and will notify the yearbook advisors and administrative staff once the final yearbook images have been added to their portal.

Staff Packages
Delivered in December

Each staff member will receive a complimentary staff package of printed images after the retake picture day. Staff can also decide to purchase a digital image for \$5 if they'd like a digital in addition to the complimentary print package.

**Classroom
Composites**

Each administrative contact will be asked after the first picture day who will be looking over your elementary school's complimentary composites. Composites will be created and shared in January after the yearbook exports have been finalized.

We will send proofs over to your composite contact and make any necessary changes until the composites are approved by the school. Changes need to be made **within a month** of the proofs being sent out. Once the approval has been declared, there are no further changes on the composites. Each school will receive a set of composites and each student will receive a composite at no cost and will be delivered to the school.

Other Services

With this partnership, we offer each school building a set number of hours for media coverages at no extra charge. Whether you have a school play, talent show, or any other opportunity you would love photos for, please feel free to schedule a day for us to come out! Please note that we may have booked schedules in the fall months (September and October) due to school picture days. For any questions on scheduling, please call us.

Yearbook Information

We at Kemmetmueller Photography have a partnership with Studio Source Yearbooks, the only yearbook publisher fully integrated with all of the major yearbook creation software to fit the need of any school. They provide software where our photos are easily integrated into professional layouts.



- Step-by-step workflow
- Basic to advanced editing
- Built-in tutorial snippet videos



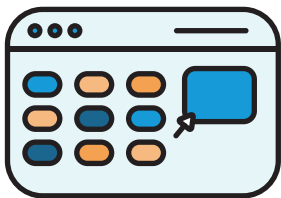
- Multiple users can work on same page simultaneously
- Includes CaptureLife phone app for candid photo uploads
- Easy to learn and use



- Newest HTML5 Option
- From the creators of Yearbook Fusion
- Built for team collaboration
- Simple to use interface

Studio Source Yearbooks provide your school with a dashboard to track your yearbook and production progress, offer a multitude of options for software support, and a robust proofing system to ensure your book is properly submitted before print. This innovative software allows your yearbook advisor to use PLICBooks, Pixami, or Memento for yearbook creation with extensive training on the platform they wish to use. You have the ability to select your software and create your yearbook account with us **beginning September 1.**

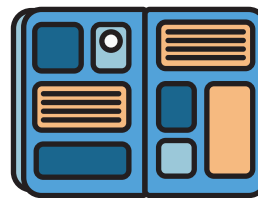
Administrative Management Dashboard



Unlimited Support



Content Catalog



Online Ordering (No Minimum Orders!)



Should you decide to go with another yearbook vendor, our process works seamlessly with all national and local publishing brands. The portal you receive will provide schools with every export necessary to work with any company you may be in contract with. These exports should be pulled by your yearbook advisor and sent to your provider once we notify you that the final images have been added to the portal.