



**HOW TO PREPARE AND TERMS OF SERVICE**

**Re-sittings:** We guarantee our work to your satisfaction. If you are unhappy with your hair style, make-up, your choice of clothing, or do not follow our suggestions below, a re-sitting can be done for an additional session fee. You will be able to see your portraits on the computer screen at the time of your sitting. It is your responsibility to tell us at the time of your sitting that you do not like your portraits.

**Arrival:** You should arrive 10 minutes before to your appointment for Check-In. You cannot be late for your appointment. *If you are late for your appointment, you will be rescheduled.* Make sure you know where you are going before you start your journey to your appointment and leave with adequate enough time to be 10 minutes early to your appointment. Getting lost is not an excusable lateness and *you will be rescheduled if you are late.*

**Hair: Olympic Studio and its employees are not responsible for how your hair looks during the portrait session.** You are responsible for how your hair looks when getting your photo taken. You must bring a brush or comb with you. Hair must be styled out of the eye, so that both eyes are seen in the yearbook portrait. Bring someone with you that knows how you like your hair for on the spot hair fixes. **HAIR CANNOT BE RE-COMBED THROUGH RETOUCHING.** Frizzies and flyaways can be retouched for an additional charge. If you are not sporting a beard or mustache, it is necessary that you are clean shaven. Five o'clock shadow cannot be removed with retouching. If you do not like your hairstyle upon seeing your proofs and would like to retake your portraits, you will be charged a re-sitting fee.

**Skin:** Blemishes and eyebags will be retouched or removed from finished portraits. If you wear make-up, light daytime make-up is recommended. Make sure your make-up is even from head to chest. **SUNBURN** cannot be retouched. If you have sunburn on your face, reschedule your appointment. Artificial tans (tanning beds, toners, bronzers, etc.) tend to make your skin look orange in photographs. Fake tans cannot be color corrected or retouched.

**Fingernails:** Your fingernails will be in some of the pictures. It is your responsibility to have your nails manicured properly. Fingernails **cannot** be retouched.

**Glasses:** Lights are used in photography. Glass reflects light, meaning your glasses **WILL** have a reflection on them from the studio lights. At the discretion of Olympic Studio reflective glare on glasses can sometimes be retouched depending on the size and severity of the glare. To avoid this we recommend that you have your optician supply you with empty rims for the day of your portrait. Tinted glasses **WILL** photograph dark. Contact lenses are no problem.

**Clothing:** Traditional Sitting; Ladies should wear or bring a camisole, bandeau, or tube top to wear under the portrait neckline drape. Traditional Sitting; Gentlemen please wear or bring a white T-shirt, to wear under the Tuxedo Shirt. For the casual photo session modules, pick something weight appropriate. Do not wear outfits with loud prints or patterns. Medium to dark solid color outfits are recommended because they have a slimming effect. If you do not like your outfit after seeing your proofs, and would like to retake your portraits with a different outfit, there will be a re-sitting fee.

**Persons in the Camera Room:** In most cases a female assistant will be available in the camera room for on the spot hair and clothing fixes. Consider bringing one person to your photo shoot that knows your style. It is recommended that a parent be present during your photo session to approve your portraits. **Only one person is allowed in the camera room with you during your photo session.**

**Retouching:** Finished portraits will be retouched. Retouching will be used to smooth lines under the eyes and to eliminate blemishes. Your skin texture in the final portrait will be soft and smooth. For an additional charge hair, teeth and moles/freckles can sometimes be retouched.

IN CHECKING THIS BOX AND SIGNING THIS LETTER, I AGREE TO THE ABOVE TERMS OF SERVICE.  
*Please sign and bring this with you to your Photo Session:*

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_