

## **School Photography Coverage For Glenbrook North High School**

## Senior Portraits:

### o Data File Needs:

- Stuart-Rodgers will handle all mailings, coordination, tracking, billing and delivery of these orders.
- The school will only provide on disk (DBF, XLS, SDF or comma delimited text) as necessary for mailings and follow through.
  - Parent Name
  - Student Names
  - Address
  - Email Address
  - Phone Numbers
  - Student Cell Phone
  - Id Number
- The contact at your school for these files is:
  - Attn: Jeanne Boklewski-ID's
  - Phone: 847-509-2453
  - Email: jboklewski@glenbrook.k12.il.us

### o Scheduling:

- For the photography we will provide the following:
  - Start Date: 06/15/2011
  - End Date: 08/10/2011
- Dress code: 
  - Boys: None – coat and Tie preferred however //
  - Girls: \_\_\_\_\_ //
- Location for senior portrait photography:
  - **Inside:**
    - Location: Glenbrook North High School - Room A108
    - Address: 2300 Shermer Road  
Northbrook, IL 60062  
\_\_\_\_\_
    - Backdrop choice for Inside: grey (was room A146, changed 6/30/11)
  - **Outside:**
    - Location: \_\_\_\_\_
    - Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - **Number of Setups Needed:** 2
    - Dates that are Unavailable:

**Data File Ticket #**

- Senior Data File for GBN 2011-2012
- E-mail jboklewski@glenbrook.k12.il.us

**Scheduling Ticket #**

- Senior Brochures 2011-2012
- Spanish Version

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**Start Time: \_Can be 9-8 – just not all days ending at 8:00 and let the school know the dates that are at 8:00**

**June 16, 24, 30 / July 8, 14, 18, 26 / August 1, 3, 4, 8, 10**

**The school supports us in saying we don't offer the cap and gown photograph for GBN.**

**Not around July 4th**

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**\*Glenbrook North Senior Reminders\***

**Senior Brochures mailed 5/28/10**  
**1st calls completed 6/30/10**  
**Reminder postcards 7/1/10**  
**2nd calls completed 7/16/10**  
**2nd Reminder Post Cards 7/29/10**  
**3rd Reminder Calls 7/29/10**  
**4th Reminder Calls 9/10 to book appointments at the school on 9/20 and 9/21/10**  
**Letters Mailed 9/13/10**

- 
- We offer a Basic Sitting at no charge to all seniors photographed. If desired, students will have the option of selecting a Standard sitting for \$35.00 charge. Students will also have an option of a Deluxe sitting for \$75.00 charge with the option of wardrobe change.
  - We will mail a brochure with all the new photography information to the parents. This will include, the dates, where to call for an appointment (we will schedule all appointments unless otherwise specified), how to dress for success and it even includes sample photographs in it.
  - We will send a reminder to the student's homes, in the summer to call to schedule appointments.
  - We will have information posted on the schools website with the Senior portrait information.
  - We will provide the school with regular updates about who has scheduled as you request.
  - Use the schools return address for envelope

Seniors can book at the school during specific summer dates or at one of our studios.

No Senior Remake day needed for 2011 - 2012

- **Proofs:**

- Normally students will receive proofs, mailed to their homes, approximately 2 weeks after their appointment. Order information will accompany proofs.
  - Mail Proofs to students home:
  - Number of days for proofs: \_\_\_\_\_

- **Yearbook CD:**

- **List of photographed / not photographed seniors:**
  - SRIImage will provide lists of Photographed and Non-Photographed students on:
    - Date: 09/09/2011 189834-1
  - The contact at your school for these files is:
    - Attn: Kate Coupland-Kinsella

- Phone: 847-509-2482
- Email: kkinsella@glenbrook.k12.il.us
- Other: \_\_\_\_\_

**Request for updated senior data to include juniors graduating early, any new seniors and seniors who are not there or not graduating**



Order Detail:

Send First Letter to Not Photo'd

Photo / Not Photo Senior List

Request for updated senior data

Email kkinsella@glenbrook.k12.il.us

angie@srphoto.com

- **CONTACT ALL SENIORS not photographed:**

- SRIImage will contact all seniors via email, postcard or call by:
  - Date: 09/30/2011
- The contact at your school to send the final information to is:
  - Attn: Kate Coupland-Kinsella
  - Phone: 847-509-2482
  - Email: kkinsella@glenbrook.k12.il.us
  - Other: \_\_\_\_\_

**The letter for seniors not photo'd was added to the order above -**

**Manual Ticket#189834-1134**



Order Detail:

Mail 2nd Letter to Not Photo'd

Photo/Not photo list

Email kkinsella@glenbrook.k12.il.us

angie@srphoto.com

- **We will supply the yearbook with a CD** to the exact specifications of your yearbook publisher. These CD sets will include one complete set (two identical copies) to you, on complete set (two identical copies) to your yearbook publisher.

- Image Sort Order for Schools CD:
  - File Name:
    - Alpha
    - ID Number
  - Is this Head and Shoulders:

- **Date senior portraits are due to publisher:** 10/21/2011 189835-1

- **Yearbook Publisher Contact:**

- Attn: Laura North
- Address:
  - Jostens Publishing
  - 4000 S. E. Adams
  - Topeka, KS 66609
- Phone: 847-509-2482
- Phone: 800-262-9725

- Email: x5248 laura.north@jostens.com
- **Yearbook Publisher:**
  - Attn: Jostens
  - Address: Greg Rossenberger-Rep
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - Phone: 847-509-2482
  - Phone: \_\_\_\_\_
  - Email: \_\_\_\_\_
  - Job ID#: \_\_\_\_\_
- **Yearbook Contact at School:**
  - Attn: Kate Coupland-Kinsella
  - Address: 2300 Shermer Road
  - \_\_\_\_\_
  - Northbrook, IL 60062
  - \_\_\_\_\_
  - \_\_\_\_\_
  - Phone: 847-509-2482
  - Email: kkinsella@glenbrook.k12.il.us



## Order Detail:

2 sets of Senior YB CD

Ship FedEx 1 CD to GBN

Email kkinsella@glenbrook.k12.il.us

Ship FedEx 1 CD to Jostens

Attn: Laura North

4000 S. E. Adams, Topeka, KS 66609

- Other:

o **Students will have these options to choose from for their sessions:**

- **Option #1 (No Charge to Students) - Yearbook Sitting includes:**
  - There is no charge for this session
  - A 5-10 minute session for each student on a canvas backdrop.
  - Students will choose from approximately 10-12 photographs all in a head and shoulders pose.
  - The proofs will be mailed to the parents.
  - We will offer a money back guarantee on these.
  - A retake may be necessary due to eye blinking or a mechanical error during the initial sitting. However, if you request a resit for any other reason, you will be charged \$35.00 per
- **Option #2 (\$35.00 Charge to Students) - Standard Sitting includes:**
  - Students will pay a \$35.00 sitting fee for this session.
  - We will schedule 15-minute sessions for each student during which time we will make 30-40 exposures.
  - These will include close-up and 3/4 length.
  - Proofs will be mailed to the parents.
- **Option #3 (\$75.00 Charge to Students) - Deluxe Sitting includes:**
  - Students will pay a \$75.00 sitting fee for the session.
  - We will schedule a 30-minute session (in studio) for each student during which time we will make 60-75 exposures.
  - These will include close-up to full length, as well as wardrobe change and different backgrounds.
  - Proofs will be mailed to the parents.

- **Other Information:**

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## Underclass Portraits:

### o School Data:

- Data files that include all students **and staff** will be delivered to scott@srphoto.com as an Excel document three weeks before the shoot date. (Names, Id numbers and any information needed for sorting packages)  
The contact at your school for these files is:
  - Date: 07/11/2011
  - Attn: Jeanne Boklewski-ID's
  - Phone: 847-509-2453
  - Email: jboklewski@glenbrook.k12.il.us
  - **Information needed in the files for students:**
    - ID Number
    - First Name
    - Last Name
    - Class Room
    - Grade
    - Teacher
    - Bus Number
    - Address
  - **Information needed in the files for Staff:**
    - ID Number
    - First Name
    - Last Name
    - Salutation
    - Position
    - Other: **Data is due 5 weeks before shoot date - Jeanne sent data on 5/10/11**



Order Detail:

Underclass Data File 2011-2012

jboklewski@glenbrook.k12.il.us

### o Photo Day:

#### ▪ Order Forms:

- Order forms will be delivered:
  - Date: 06/20/2011 187138-4478
  - Attn: Suzan Maddox
  - Address:
    - 2300 Shermer Road
    - Northbrook, IL 60062
  - Phone: 847-272-6400
  - Email: na - mtarjan@glenbrook.k12.il.us
  - The quantity needed (We will include 50 extras) 2200
  - Sent to school in June 2011 to add to the school's mailing



Order Detail:

2200 Underclass Order FormsFedExUnderclass Order Form PDFkkinsella@glenbrooknorth.k12.il.usRequest to add to school websiteo **Students:**▪ **Shoot Day (      Underclass      ):**

- Date: 08/11/2011 187138-1
- Location: Glenbrook North High Scho
- Address:
  - 2300 Shermer Road
  - Northbrook, IL 60062
  - Cafeteria
- Room: Cafeteria -multiple dates
- Phone: 847-272-6400
- Start Time: 7:00am
- End Time: 03:00pm
- Dress code: 
  - Boys: \_\_\_\_\_
  - Girls: \_\_\_\_\_
- SRImage will provide 2 photography teams to complete photography in a timely and efficient manner.
- SRImage will take H & S Portraits on a Gray 2009 backdrop.
- Shoot Day Notes: **We can arrive at 6:00 am - enter the building at the receiving dock which is located by the big smoke stacks in the back of the school. They will set up in the Cafeteria. Make sure they go the North Parking Lot all the way to the back of the lot and then pull in left. They can come through the Cafeteria Doors....it's closer.**

**Date: 2011****August 11 7:00 - 11:30 and 1:00-3:00****8/12 7:30-11:30 and 1:00-3:00****8/15 7:30-11:30 and 1:00-3:00****8/16 7:30-11:30 and 1:00-3:00****8/17 7:30-11:30 and 1:00-3:00****2011 - Jean said they would get a student to help run the I.D. machine**▪ **Package Delivery:**▪ **List of photographed Subjects BEFORE:**

- SRImage will provide emailed lists of Photographed and Non-Photographed students on:
  - Date: 08/26/2011 187138-1103
- The contact at your school for these files is:
  - Attn: Kate Coupland-Kinsella

- Phone: 847-509-2482
- Email: kkinsella@glenbrook.k12.il.us - due 10 days after



Order Detail:

List of Photo/Not Photo BEFORE  
kkinsella@glenbrook.k12.il.us  
angie@srphoto.com

▪ **List of photographed Subjects AFTER:**

- SRImage will provide emailed lists of Photographed and Non-Photographed students on:
  - Date: 10/07/2011 187138-1104
- The contact at your school for these files is:
  - Attn: Kate Coupland-Kinsella-YB
  - Phone: 847-509-2482
  - Email: kkinsella@glenbrook.k12.il.us -due 10 days after



Order Detail:

List of Photo/Not Photo AFTER  
kkinsella@glenbrook.k12.il.us  
angie@srphoto.com

▪ **Student Photo Packages** will be delivered:

- They will be sorted by (pick one)  Classroom  Alpha  Other ( \_\_\_\_\_ )

- Date: 09/14/2011 187138-1105
- Attn: Mailed to Student Homes
- Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_
- Other: \_\_\_\_\_



Order Detail:

Underclass Packages  
2nd Chance Order Forms  
Post Images Online  
Post Shoot Keys to SRInsider  
Fedex (Ship to Homes)

▪ **Student - 2nd chance order form:**

- Will be delivered in the same sort order as packages to:
  - Date: \_\_\_\_\_
  - Attn: Mailed to Homes

- Address:

\_\_\_\_\_

\_\_\_\_\_

- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_



Order Detail:

### ▪ **Student Photo On LINE:**

- Send email to sales with passwords:
  - Date: \_\_\_\_\_



Order Detail:

### ▪ **Shoot Day (     Incoming 9th     ):**

- All underclass students and interested staff will be photographed at the school on:

- Date: 02/22/2011 178906-1

- Location: Glenbrook North High Scho

- Address:

2300 Shermer Road

Northbrook, IL 60062

- Room: Guidance Conference Room

- Phone: 847-272-6400

- Start Time: 09:00am

- End Time: 02:00pm

- Dress code:

- Boys:

- Girls:

- SRImage will provide     1     photography teams to complete photography in a timely and efficient manner.

- SRImage will take     Head and Shoulders     Portraits on a     2009 Grey     backdrop.

- Shoot Day Notes: **February 22, 24, 25-** The schools come to GBN- different amount of students per day-Jeanne lets us know.

#### FOR ID's ONLY Freshman Orientation Days

**178906-1 > INPUT images for Jeanne to use for ID's;**  
hold them till we make the ID system for the following year sometime around July

Here are the dates for the Incoming freshmen:  
**Tuesday, February 22nd 9-2:00 p.m.**  
**Thursday, February 24th**  
**Maple 9-10:30 a.m.**  
**Field School 1-2:00 p.m.**  
**Friday, February 25th**  
**St. Norbert's and Northbrook Junior High 9:00-2:30 p.m.**

I am sure there should be some break between these 9 – 2:00 for lunch.

**2012 - Incoming Freshman- Ticket #192226-3906**

**WOOD OAKS:Tuesday February 21 – 9:00-2:00**

**MAPLE Wednesday February 22 – 9:00-11:00**

**FIELD: Wednesday February 22 – 1:00-2:30**

**SCHECHTER Thursday February 23 – 8:00-10:00**

**NBJH & NORBERTS: Friday February 24 - 9:00-2:30**

#### ▪ Package Delivery:

##### ▪ List of photographed Subjects BEFORE:

- SRImage will provide emailed lists of Photographed and Non-Photographed students on:
  - Date: 03/04/2011 178906-2795
- The contact at your school for these files is:
  - Attn: Jeanne Boklewski
  - Phone: 847-509-2453
  - Email: jboklewski@glenbrook.k12.il.us



Order Detail:

List of photo'd / not photo'd

E-ml jboklewski@glenbrook.k12.il.us

##### ▪ List of photographed Subjects AFTER:

- SRImage will provide emailed lists of Photographed and Non-Photographed students on:
  - Date: \_\_\_\_\_
- The contact at your school for these files is:
  - Attn: **NONE** \_\_\_\_\_
  - Phone: \_\_\_\_\_

▪ Email: \_\_\_\_\_



Order Detail:

▪ **Student Photo Packages** will be delivered:

▪ They will be sorted by (pick one)  Classroom  Alpha  Other ( **NONE** )

▪ Date: \_\_\_\_\_

▪ Attn: \_\_\_\_\_

▪ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

▪ Phone: \_\_\_\_\_

▪ Email: \_\_\_\_\_



Order Detail:

▪ **Student - 2nd chance order form:**

▪ Will be delivered in the same sort order as packages to:

▪ Date: \_\_\_\_\_

▪ Attn: **NONE** \_\_\_\_\_

▪ Address: \_\_\_\_\_  
\_\_\_\_\_

▪ Phone: \_\_\_\_\_

▪ Email: \_\_\_\_\_



Order Detail:

▪ **Student Photo On LINE:**

▪ Send email to sales with passwords:

▪ Date: \_\_\_\_\_

▪ Other: **NOT APPLICABLE**



Order Detail:

▪ **Retake Photo Day:**

▪ Date: 09/28/2011 187138-1106

▪ Location: Green and Gold Conference

▪ Address: 2300 Shermer Road  
Northbrook, IL 60062

▪ (Time) 8:00AM to (Time) 3:00PM \*

▪ SRImage will provide 1 photography teams.

▪ SRImage will take the same Portraits on the same backdrop as the original shoot date.

- All students who are retaking must return packages in order to have a new photograph taken.
- No Charge for Retakes.
- Retake Day Notes: **2009 WE ONLY DID 100 pix and only needed one set up**  
**2010 - CN only**  
**All students and faculty**

▪ **Retake day packages** will be delivered to the school:

- They will be sorted by (pick one)  Classroom  Alpha  Other (

**Ship to Student Homes!** )

- Date: 10/26/2011 187138-1107
- Attn: Mike Tarjan-Student Activ
- Address:
  - 2300 Shermer Road
  - Northbrook, IL 60062
- Phone: 847-272-6400
- Email: mtarjan@glenbrook.k12.il.us
- Other: **ship all underclass orders to the student homes and staff packages to the school**



Order Detail:

Underclass Packages

2nd Chance Order Forms

Post Image Online

Post Shook Keys to SRInsider

Fedex (ship to homes)

Staff Retake Packages 1-5x7&8wallet

Sort by Alpha

FedEx (school)

◦ **Yearbook CD:**

- We will supply the yearbook with a CD to the exact specifications of your yearbook publisher. These CD sets will include one complete set (two identical copies) to you, on complete set (two identical copies) to your yearbook publisher.
  - Image Sort Order for Schools CD:
    - File Name:
    - Alpha
    - ID Number
    - Other:

- **Date underclass portraits are due to publisher:** 10/07/2011 187138-1108

▪ **Yearbook Publisher:**

- Color:  B/W:
- Attn: Laura North- Job 10935
- Address:
  - Jostens Publishing
  - 4000 S.E. Adams St.

Topeka, KS 66609

- Phone: 800-262-9725
- Phone: 5248
- Email: laura.north@jostens.com
- Job ID#: 10935

▪ **Yearbook Contact at School:**

- Attn: Kate Coupland-Kinsella
- Address: 2300 Shermer Road  
Northbrook, IL 6006

- Phone: 847-509-2482
- Email: kkinsella@glenbrook.k12.il.us

▪ **Yearbook Contact at School #2:**

- Attn: \_\_\_\_\_
- Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_



Order Detail:

2 Sets Underclass & Staff YB CD  
Job #10935  
Ship 1 CD to Glenbrook North  
kkinsella@glenbrook.k12.il.us  
Ship 1 CD to Jostens Publishing  
Attn: Laura North Job 10935  
4000 S E Adams St, Topeka,KS 66609  
Fedex

## Event Coverage:

### o Homecoming:

#### ▪ Homecoming Candid:

- Dance:  Portraits  Candid
- Parade
- Football game
- Additional Homecoming events: (Please list)
  - 10/9/10
  - 8:30-11pm
  - 10/8/10 Assembly, Parade &
  - Football Game start at 1:50

### o Prom:

#### ▪ Prom Dance Date:

- Date: 05/22/2010
- At: \_\_\_\_\_
- Address: Chicago Hilton and Towers
- \_\_\_\_\_
- Room: \_\_\_\_\_
- (Time) \_\_\_\_\_ to (Time) \_\_\_\_\_
- SRImage will provide \_\_\_\_\_ photography teams for Portraits
- These will be on a \_\_\_\_\_ backdrop

### o Other Event Candid:

- Orchestra/Band/Choir (Specify: \_\_\_\_\_)
- Fine Arts (Specify: \_\_\_\_\_)
- Other: ( **Plays** \_\_\_\_\_ )

**SRImage will provide images on our website for viewing and ordering.**

**SRImage will provide digital images for the yearbook as requested.**

#### Digital copies:

- Attn: Kate Coupland-Kinsella
- Address: 2300 Shermer Road  
Northbrook, IL 60062
- Phone: 847-509-2482
- Email: kkinsella@glenbrook.k12.il.us
- Other: \_\_\_\_\_

### o Other Information:

**TLS Basketball Day - 3/4/2011 in the gym from 10 a.m. - 2 p.m.  
special event during lunch period / capture special education  
photos**

**Awards Ceremony - 5/27/11 in the CPA from 7 a.m. - 11 a.m.**

**Needs 2 photographers. 1 for formal set-up backstage and 1 shooting candid. Candid plus Backstage with backdrop and lights for winners and donors. Award Ceremony CD burned on-site.**

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## STAFF:

### ◦ Shoot Day (STAFF):

- Staff are photographed with Underclass:
  - Date: 09/01/2011 189573-1
  - At: Glenbrook North High School
  - Address:
    - 2300 Shermer Road
    - Northbrook, IL 60062
  - Room: Green and Gold Conference Room
  - Start Time: 7:30 AM
  - End Time: 3:00 PM
  - SRImage will provide 1 photography teams to complete photography in a timely and efficient manner.
  - Other: **Manual Ticket for Staff Data #**
    - Staff Data
    - [jboklewski@glenbrook.k12.il.us](mailto:jboklewski@glenbrook.k12.il.us)
- SRImage will take Head and Shoulders Portraits on a New Gray backdrop.

### ◦ Package Delivery (STAFF):

- **Staff Photo Packages** will be delivered:
  - They will be sorted by Alpha
    - Date: 09/22/2011 189573-1124
    - Attn: Mike Tarjan
    - Address:
      - 2300 Shermer Road
      - Northbrook, IL 60062
    - Phone: 847-272-6400
    - Email: mtarjan@glenbrook.k12.il.us
    - Other: \_\_\_\_\_



Order Detail:

1- 5x7 & 8 Wallets for all Staff

Sort by Alpha

FedEx

### ◦ Retake Photo Day (STAFF)

- Date: 09/28/2011
- At: Glenbrook North High School
- Address:
  - 2300 Shermer Road
  - Northbrook, IL 60062
- Room: Same as Underclass

- Start Time: 8:00am
- End Time: 3:00pm
- Other: Same day as underclass retakes

- SRImage will provide 1 photography teams.
- SRImage will take same Portraits on the same backdrop as the original shoot date.

o **Retake Day (Staff) Packages**

- Will be delivered to the school
- They will be sorted by Alpha
  - Date: 10/26/2011
  - Attn: Mike Tarjan-Student Activities
  - Address:
    - 2300 Shermer Road
    - Northbrook, IL 60062
  - Phone: 847-272-6400
  - Email: mtarjan@glenbrook.k12.il.us
  - Other: Added to Underclass Retake Packages Order



Order Detail:

## Misc Group Images:

### o Group ( \_\_\_\_\_ Clubs \_\_\_\_\_ )

- There are approximately \_\_\_\_\_
- These are scheduled by Mike Tarjan (Who?) at the school

- Dates:

- 10/18/2011 191349-1
- 10/19/2011
- 10/20/2011
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Location:

2300 Shermer Road

- Northbrook, IL 60062
- 3 setups - 3 locations

- Room: \_\_\_\_\_

- (Time) 3:00PM to (Time) 5:00PM
- Other:

**Due 10 days after shoot dates  
assign new ticket number**

**Given the large number of clubs we have here at  
GBN, we will be set up in three locations: CPA, Little  
Theater and the Green and Gold Conference Room.**

**The sessions will be scheduled from 2:45-4:45  
(possibly earlier wrap-up on some days at some  
locations)**

**Had to go back 11/16/11 to reshoot 5 groups**

- **YB CD's:**

- YB CD's will be delivered to:

- Date: 11/02/2011 191349-2134
- Attn: Kate Coupland-Kinsella
- Address:
  - 2300 Shermer Road
  - Northbrook, IL 60062
- Phone: 847-509-2482
- Email: kkinsella@glenbrook.k12.il.us



Order Detail:

**Clubs - 10/18,10/19,10/20 YB CD**

**FedEx**

**Post images online**

**Post shoot keys to SRInsider**

**kkinsella@glenbrook.k12.il.us**

**angie@srphoto.com**

▪ **Images ONLINE:** ( \_\_\_\_\_ Clubs \_\_\_\_\_ )

▪ Cards handed out

▪ Date: 10/28/2009

▪ Attn: \_\_\_\_\_

▪ Address: \_\_\_\_\_

\_\_\_\_\_

▪ Phone: \_\_\_\_\_

▪ Email: \_\_\_\_\_



Order Detail:

◦ **Group ( Large Choral Groups )**

▪ There are approximately \_\_\_\_\_

▪ These are scheduled by Kate Coupland-Kinsella-YB Coor (Who?) at the school

▪ Dates:

▪ 01/11/2012 192334-1

▪ \_\_\_\_\_

▪ \_\_\_\_\_

▪ \_\_\_\_\_

▪ \_\_\_\_\_

▪ \_\_\_\_\_

▪ \_\_\_\_\_

▪ \_\_\_\_\_

▪ Location:

Chad Davidson

▪ cdavidson@glenbrook225.org

▪ 847-509-2455

▪ Room: CPA

▪ (Time) 03:00PM to (Time) 04:00PM

▪ **YB CD's:**

▪ YB CD's will be delivered to:

▪ Date: 01/20/2012 192334-4120

▪ Attn: Kate Coupland-Kinsella-YB Coor

▪ Address: 2300 Shermer Road

**Northbrook, IL 60062**

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- Phone: **847-509-2482**
  - Email: **kkinsella@glenbrook.k12.il.us**
- 



Order Detail:

**Choral Groups YB CD**

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**FedEx**

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## Yearbook / School Support:

- **Photography Training** (as per requested)
  - Sports Candids
  - Photo Class
  - Other: \_\_\_\_\_
- **SRimage will provide a point customer service person** and prompt, courteous, and consistent customer service to students and parents. Any confusion over details, dates, and policies will be solved, in conjunction with the yearbook advisor and staff, quickly and completely.

- **Other Information:**

**Becki will schedule a day to come out and provide training and a slideshow for the students. (Rob - photography director at GBN - might like to be there and help out).**

**S-R Photo will provide GBN with at least 2 cameras or lenses each school year for the yearbook department.**

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## Sport Game Candids for Yearbook:

- SRImage Will (Will/Will Not) provide photography
  - School let's our liaison know Sports Schedules.
  - CD's of the events to be delivered within 5 days of event to YB contact
  - Training from our liaison- so students can also take photographs of sports.
  - Images on web site for viewing and purchase
- o **Other Information:**

**Glenbrook North High School (BS school photo manager)**

**2010 - 2011 Candids #174520**

**2011 - 2012 Candids #187093**

**To confirm if games canceled or not -**

**1. The Athletic hotline phone number is 847-509-2607-updated at 1:00 the day of the event**

**OR**

**2. Go on GBN front page/Athletics/Under CALENDERS click Schedules/**

**It defaults to (on the left). Click the drop down bar - change it to 2011-2012 and pick your sport/start search.**

**John Catalano, the Athletic Director 847-509-2601**

**Assistant, Karen Karp 847-509-2424**

**Turnaround for images online and CD's should be 5 - 7 days**

**It is okay if we want to hand out cards or set-up a table to direct people to the images online. We can even try out posters using GBN candid images to hang around the school.**

**Becki will collect 3 - 10 images from each event for a favorites folder for 2010 - 2011. The images will be sent to the school on a CD to Mike Tarjan in May 2011 with a PDF proof file of all the poses numbered #1 - ....**

**Print 20-30 Posters each school year to help direct the students to our website.**

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## Administrative Extra's:

### o ID Cards:

- With specific school colors and logo (*Specify*) \_\_\_\_\_
- With top-hole for lanyard
- These must have Specific Salutation: \_\_\_\_\_
- Delivered 10 days after Shoot day:
  - Date: 07/15/2011
  - Attn: Jeanne Boklewski
  - Address:
    - 2300 Shermer Road
    - Northbrook, IL 60062
  - Phone: 847-509-2453
  - Email: jboklewski@glenbrook.k12.il.us
  - Other: Manual ticket for 2011-2012 I.D.'s # 178906-4542



#### Order Detail:

I.D.'s - LY 9th, 10th & 11th

I.D.'s - Incoming 9th 2/22/11

FedEx

### o ID System Support:

- We will provide, on CD, an id printing solution that will integrate with your ID printing computer and printer.
- We will provide setup and support on the operation of your ID printing system.
  - Attn: Jeanne Boklewski
  - Phone: 847-509-2453
  - Email: jboklewski@glenbrook.k12.il.us
- Other Details: \_\_\_\_\_

**I.D. cards are printed over the summer. Use last year's**

all cards are printed over the summer. Use last year's fresh/soph/juniors and the Incoming Freshman photographed in February.

After school is out CH will go to the school and export all images/info from the ID machine. She will add the incoming freshman – shot in February – and go back to the school to import all images for 2010-2011 year)

A second data set will be provided in late summer that includes Lunch period and Late Arrival / Early Departure data for inclusion on the ID cards

Stuart-Rodgers will design 5 ID cards comparable to the current cards with the addition of a "Contractor / Visitor" ID card with an expiration date and not GBN logos. We will provide the following....

- a complete ID printing / capture system for use at GBN
- ID card stock and ribbons as needed
- lanyards for staff cards as needed

Specific ID specs tbd

Stuart-Rodgers will cover staff ID shoot days either with shoot and print or shoot and deliver the ID cards as agreed

2011- The school provided an ID assistant on Book Sale Dates since Ciara was not very busy last year.

#### o Principals Albums: Book of students with all information

- Quantity of Books: 10
- They will be sorted by Grade/Alpha  Other  (Specify)

Dividers for Grades

- Delivered 10 days after Shoot Date:
  - Date: 08/26/2011 187138-1125
  - Attn: Mike Tarjan
  - Address:
    - 2300 Shermer Road
    - Northbrook, IL 60062
  - Phone: 847-272-6400
  - Email: mtarjan@glenbrook.k12.il.us - due 10 days BEFORE



Order Detail:

10 Principal Albums  
Sort by Grade/Alpha  
Include Dividers for Grades  
FedEx

#### o Admin CD's for 2 :

- Student individual photographs.
- They will be sorted by Grade/Alpha  Other  (Specify) after Retake Day
  - Image Sort Order for Schools CD:
    - File Name:
    - Alpha
    - ID Number

- Other \_\_\_\_\_
- Date: 10/07/2011 187138-1126
- Attn: Mike Tarjan
- Address: \_\_\_\_\_  
2300 Shermer Road  
Northbrook, Illinois 60062
- Phone: 847-272-6400
- Email: mtarjan@glenbrook.k12.il.us
- Other: Due 10 days after retakes



Order Detail:

2 Admin CD's  
Sort by Grade/Alpha AFTER retakes  
FedEx

### o Faculty Composite:

- School will receive an 2 16x20 mounted Composite of all Faculty. In Alpha order, with the Principal and school name on top.
- Composite Test Prints will be delivered to:
  - Date: 10/12/2011 187138-1127
  - Attn: Mike Tarjan
  - Phone: 847-272-6400
  - Email: mtarjan@glenbrook.k12.il.us
  - Other: Framed 16x20's - Frame: Blk10 with regular glass



Order Detail:

Test Prints  
FedEx

### ▪ Finished Composites

- Date: 11/16/2011 187138-1128
- Attn: Mike Tarjan
- Address: \_\_\_\_\_  
2300 Shermer Road  
Northbrook, IL 60062
- Phone: 847-272-6400
- Email: mtarjan@glenbrook.k12.il.us
- Other: Size for each composite: 11x14 (2 to fit entire staff) for each staff member



Order Detail:

2- 16x20 Final Prints Framed  
Frame Blk10 / Regular Glass

1- 11x14 set for Each Staff MemberFedExo Photo's for Green & Gold Room

- Date: 08/26/2010
- Attn: Mike Tarjan-Student Activities
- Address:
  - 2300 Shermer Road
  - Northbrook, IL 60062
- Phone: 847-272-6400
- Email: mtarjan@glenbrook.k12.il.us
- Other Details: **CN photographed Atrium on 8/4/10 #175202  
Order Written Manually 8/5/10**

**S-R Photo will cover the cost of frames for any main hallways.  
GBN will cover the costs for any side offices / hallways that want photos.**

**New frames for other hallways, etc.  
Frame Blk11 with 2 mil thickness clear glass = \$60 each 24x30**



Order Detail:

o Prints of Seniors with Names

- Date: 03/15/2012
- Attn: Cara Feld
- Address:
  - 847-205-1417
- Phone: 847-962-4006
- Email: cfeld@comcast.net
- Other Details: **Bill her what we billed last year 161526-4253**



Order Detail:

1 2.5x3.5 Color Print Each Senior1 Name printed bottom each photoSlideshow on CD of all seniorsShip FedEx1 charge \$120 for prints above

## Rebates:

- Underclass Packages 25 Percent.
- Proms/Team and Individual Packages 20 Percent.
- Seniors 20 dollars per student photographed.

# School Information and Contacts:

## Glenbrook North High School

2300 Shermer Road

Northbrook, IL 60062

### Mike Tarjan-Student Activities

847-272-6400

Ext: \_\_\_\_\_

mtarjan@glenbrook.k12.il.us

### Kate Coupland-Kinsella-YB Coor

847-509-2482

Ext: \_\_\_\_\_

kkinsella@glenbrook.k12.il.us

### Jeanne Boklewski-ID's

847-509-2453

Ext: \_\_\_\_\_

jboklewski@glenbrook.k12.il.us

### Bill Eike-DATA

847-509-2453

Ext: \_\_\_\_\_

beike@glenbrook.k12.il.us

Contact for early arrival (a janitor or other contact at the school)

Attn: Joel-North Loading Dock doorbe

Phone: \_\_\_\_\_

Ext: \_\_\_\_\_

Grades: \_\_\_\_\_

9-12

Number of Students: \_\_\_\_\_

2118

Number of Faculty: \_\_\_\_\_

300

Other School Information:

**Suzan Maddox-Mikes Asst.**

**There are two people to call at GBN to confirm if games canceled or not**

**John Catalano, the athletic director 847-509-2601  
his assistant, Karen Karp 847-509-2424**

**For after hours - North Loading dock-custodial staff is generally in that area- ring doorbell or call 847-436-9221 for the security station phone**

Chicago, Illinois 60610

Evanston, Illinois 60201

Highland Park, Illinois 60035