



Taking your figurine pictures

All orders must arrive before the 1st September, 2010 to guarantee delivery before school finishes. We encourage you to order early and have the children use them in class as a resource.

Before taking your photos please double check the following:

- Place 2 small chalk marks 10cm apart on the floor for child's foot placement.
- Good lighting i.e. no shadows, sun is behind the photographer
- Set your camera to the highest quality possible.
- The photographer is sitting down (if you are looking down on the child the shoulders will appear larger and out of proportion).
- Check your camera is straight so that the child is centred in the picture

Check how each child is standing

- Check children are **standing straight** not leaning to one side.
- Check children are **not leaning** on any object or person.
- Bodies are facing front on to camera.
- Feet are level and **10cm apart**.
- **Hands in front or beside bodies** (no fingers or elbows sticking out).
- Hold babies from behind or sit them on the floor.
- Check you see the whole child i.e. Head or feet are not cut off.

Before submitting photos check the following:

- Photos are clear and not blurry.
- Photos are bright not dark.
- Name each picture file the child's name you wish to appear on the figurine. This reduces the chance of misspelling a child's name. *We recommend only using the first name as adding the surname causes the font size on the pedestal to be reduced dramatically.*
- Double check you have spelt the children's names correctly.
- If you have for example two Matthews name the files Matthew 1 and Matthew 2. (We will not add the 1 or 2 to the pedestal).
- Tell us what you want written on the pedestal i.e. Name, Group, School, Year, Logo, special message.
- We keep records of last year's pedestal format and will use this unless directed otherwise. State fonts are used for child's name. Current year will be used unless otherwise requested.
- Your centre/school's logo can be inserted onto a pedestal. There would only be room for child's name and year. Usually the logo would have the name anyway but as you can imagine it isn't going to be very big as the pedestal is only 3cm high. Logos should be sent as a digital file in jpeg format.



<p>Selwynn 2008</p> 	<p>Blueberry Kindergarten Chante 2008</p>	<p>Blueberry Kindergarten Pre-Prep Group A Alana 2008</p>	<p>Aleisha Wright Blueberry State School Prep 2008</p>
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Thank you for your assistance in streamlining the figurine production.

We look forward to receiving your order.

Kim.