



Volunteer Program Director

Your position is most important for the success of your Directory / Family Portraits program. Depending on the size of your membership you may need multiple people on multiple committees. Your position is to coordinate the publicity, photography appointments, reception hosts for the photo days and coordinate the event pages for the directory.

A strong, "get it done," goal oriented attitude is required for this position as well as the spirit of enthusiasm and encouragement. This document is an overview of what is needed for success of the program. Fotohaus representatives will give you additional instructions as we head toward completion of this project.

ONE CAUTION: DO NOT ATTEMPT TO DO EVERYTHING YOURSELF. You will need to get others to help you, whether you need or call it a committee.

Areas That Will Need to be addressed:

Event membership: A complete list of member families and individuals will need to be assembled. Fotohaus encourages promoting to your entire group of member families and individuals to show support and growth of your group. This list will be essential for making this directory a complete success! We also encourage inviting extended family and pets to the photo session to fulfill your member's wishes for their family portrait needs.

Publicity: Fotohaus will provide your organization with a banner, sample images and bulletin inserts for two Sundays. We will assist you with a letter template for mailing to your families and an email template that can be used to email your families, as well. This is a very critical part of the program. Word must be readily made available so that appointments can be made.

Activity Pages: Work should begin almost immediately on the design desired for your directory. All of those decisions should be made within the first two weeks after committing to

your directory. Images need to be gathered or taken by Fotohaus of groups, ministries and buildings that demonstrate who you are as a community. You will work hand in hand with Fotohaus staff to achieve your desired results.

Receptionists (Hosts): You will need staffing of the reception table as members enter your facility to have their photographs taken. Member Information Forms will need to be filled out by each family unit and all information checked for accuracy by the reception staff. They will direct people to the waiting area and then introduce them to the photographer. They will answer any questions, if possible, and, if not, will find out the answer from the photographer or Fotohaus Staff. They will call "no-shows" and attempt to "reschedule" them.

Calling Tree: You will need a few people that are good on the telephone and at persuasion to call those persons who have not scheduled an appointment either at the church or on-line. This can also be accomplished by being pro-active at the start of the program instead of waiting for people to respond.

Refreshments Available At the Time of Appointments:

Since there is some wait time, both before and after the main photography session, while the representative is preparing a family's portraits and/or working with another family, it is suggested that there be some refreshments available such as coffee, water and cookies. This does allow for families to have something as they wait and socialize. Families can plan on being at the photo session for approximately forty to sixty minutes from beginning to end depending on the size of the family.

It is important to use these family photo sessions and exciting, new directory as a time of Fellowship and Community bonding, not an obligation. It is a wonderful time for Clergy and Staff to meet and greet with member families and individuals!