

GOLD PORTRAIT COORDINATOR 2019

Responsible for encouraging each Gold Scout to have her portrait taken at Belle-n-Beau Photography, acquiring digital copies of the portraits on flash drive or photo sharing site for use by program and newspaper, picking up portraits for display at the GSB Ceremony, and returning them to the photographer afterward.

What to do:

- Obtain an accurate list of Gold Scouts from the Event Planning Chairperson.
- Obtain the 11 x 14 Lucite standing frames from the Event Chair or LCF Storage area. There are 50 frames in good condition to use.
- Contact Photographer Ray Elgin at Belle-n-Beau in February by email: bellenbeau@sbcglobal.net or phone 626-446-6000 to introduce yourself and send the list of Gold girls to him.
- Review photo appointment deadline and send reminders to leaders of girls who have yet to have photos taken. This requires several attempts and reminders, and much communication with the photographer. There are generally a few Scouts that have appointments after the deadline. Ray is very good about working them in and trying his best to photograph everyone.
- Determine the deadlines with the Event Chair, and communicate to Ray when the digital copies and the actual portraits are needed.
- Coordinate with Event Chair, Program Chair, and Publicity about what method will be used for digital copies.
- Pick up the actual portraits a few days before the GSB Ceremony and insert them into the lucite frames, using caution that names are on the back of the portraits.
- Pay the rental fee of \$5 per portrait to Belle-n-Beau and submit receipt for reimbursement or arrange a check from the Treasurer in advance.
- The Display Coordinator should print name placards to be set in front of each portrait.
- Bring portrait frames in boxes to the lobby of Lanterman 2 hours before the GSB Ceremony for the Display Coordinator set up.
- After the ceremony, take all the portrait frames home, remove photos from frames and repackage them to return to Belle-n-Beau. Carefully pack up the lucite frames, using bubble wrap between each frame to avoid scratches.
- Return the photos to Ray and the frames to the Event Chair or storage.