



**Mount Douglas Secondary**  
**Monday Nov 27th to Friday Dec 1st**  
**TBA**

Hello, and congratulations on your upcoming Graduation. We at Mountain West Studios are happy to provide you with your once in a lifetime graduation photos.

We have some information here to help you book an appointment and prepare for your photo session.

Students are required to book their appointment using our online booking system. After you book your appointment you will be sent an email for confirmation and a reminder email 24 hours prior to the appointment. You will want to book your appointment as soon as possible so you can be sure you have a time most suitable to your schedule.

To book an appointment visit [www.mountainwest.ca](http://www.mountainwest.ca) and follow these instructions:

- Click the "book a grad session" Click this tab and it will open up a second page with a drop down menu. **Maximize this page** (this is important)
- Select your school, then select a session "Grad Portrait"
- Now a calendar will open up with the dates available for photo sessions. Select the date you wish and the time available and start the procedure of creating a user ID and password to finalize your appointment!
- If you need to cancel or change your appointment time you will need to log back in as a "returning user" to do this. So you will want to remember your user ID and password! Again this is important!
- Sign up for one appointment time only please!

Your Grad Photo sitting is scheduled for approximately 15mins. There will be several formal traditional "cap and gown" portraits taken as well as the opportunity for casual photos during that time. You will then select one of the first 3 formal photos for the yearbook publication. The year book coordinator has important date deadlines that have to be met, so please make the most of your grad sitting.

In appreciation of your time please be ready when your name is called. Please be at the studio 15 minutes before your appointment time. Boys should have a dress shirt and tie to wear under the gown and for girls, a bare neckline usually works very well.

For the casual photos, students are encouraged to bring a prop or two that represents your individual character whether it is with a basketball, hockey gear or a musical instrument for example.

Within a week after the sitting you will receive an email with a link to view and order your photos!

If you have any further questions regarding the Graduation Photos please do not hesitate to get in touch

Thank you so much.

Thomas O'Rourke  
Graduation Coordinator

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A decorative footer graphic with a blue and grey wavy background. The text "Love your photos" is written in a white, cursive script font.

*Love your photos*