

ORDER GUIDE FOR OFFICIAL GRADUATION PHOTOGRAPHY

HOW TO ORDER?

Scan to order online:
(Before, on and after graduation day)



www.imagefactor.co.za/graduations

How to order in person:
(On graduation day)

Step 1: Complete the order form

Step 2: Hand-in the completed order form at The Image Factor admin table to make payment (cash or card accepted)

Step 3: Once we have given you an invoice, your order is officially confirmed

WHAT PACKAGES CAN I ORDER?

1. STAGE ONLY PACKAGE

Photo 1
Podium Photo (On Stage)



Photo 2
Capping Photo (On Stage)



Photo 3
Sashing Photo (On Stage)



Photo 4
Single Portrait Photo (Off Stage)



2. FULL HOUSE PACKAGE

Photo 1
Podium Photo (On Stage)



Photo 2
Capping Photo (On Stage)



Photo 3
Sashing Photo (On Stage)



Photo 4
Single Portrait Photo (Off Stage)



Photo 5
Family Photo (Off Stage)



PRINTS: R500

DIGITAL: R400

PRINT & DIGITAL: R600

PRINTS: R650

DIGITAL: R500

PRINT & DIGITAL: R750

! IMPORTANT INFORMATION

FAMILY PHOTOS

High Volume environment

Thousands of graduates and family members attend across multiple sessions each day. As a result, long queues are normal and unavoidable. Particularly during peak arrival times. Queues from earlier sessions may overlap with later ones.

Arrive Early

Our studios are set up and ready **two (2) hours before** your ceremony begins. Family photos operate strictly on a **first-come, first-served basis**. We strongly recommend arriving early to reduce waiting time and avoid disappointment.

Invoice required

You must present your invoice to the studio photographer in order to take your family photo.

- . Online orders: Invoices are emailed automatically (*Please check your junk folder*)
- . Graduation-day orders: A hand-written invoice will be issued after payment

Maximum number of people per photo

Each family photograph may include **one graduate and up to five (5) family members**. Larger groups are accommodated by ordering **additional family photographs**, to ensure proper composition, proportion, and image quality.

Studio Closing time

Studios close 30 minutes before the ceremony. This is a strict requirement set by the institution, not The Image Factor. Arrivals after this time will only be able to take family photos **after the ceremony**.

Limited Studio Availability

The number of studios is limited by the space allocated by the venue. We setup as many studios as possible, but capacity is restricted by venue constraints.

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[WHATSAPP CHANNEL](#)

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