

To the Class of 2026 and families,

The Senior Portrait process is about to begin. Gemshots will be your photographer for this important part of your senior year. It is our goal to make the process as easy and stress-free as possible.

What we do:

On Picture Day, we offer you the option to enhance your session in many ways at no additional charge. We will, of course, make a formal (indoor) portrait in a studio setting. Then, we offer several casual (outdoor) portraits around the campus. This is where you can customize your session to suit your needs. You can bring the entire family, or siblings, the dog, the dog and the siblings, whatever. If you can get them to the campus, we can make the picture for you.

There is no additional charge for these additional services.

After the session, you will be given access to view and purchase products as needed. You may make a digital purchase in advance at a significant discount. That option will be detailed in your appointment process.

Please take the time to read all information prior to making your appointment. If you have additional questions, please contact us.

Thank you,

Jim Matthews

info@gemshots.com ***(email is the BEST communication method)***

404-502-0036 (leave callback number, speak slowly and clearly)

GEMSHOTS

info@gemshots.com

Email preferred!

Tel.: 404-502-0036

(Leave short message with
phone number)

Pace Academy Senior Portraits

APPOINTMENT BOOKING INSTRUCTIONS

To the Pace Academy Class of 2026 and Parents:

We are pleased to have the opportunity to provide the portraits for your senior year. If you read and follow the instructions, your portrait sitting will be quick and smooth. The most important thing currently is to make your appointment in a timely manner.

To book your appointment:

- ☐ Visit www.gemshots.com > *Senior Information*. Click the Pace Academy logo.
- ☐ Scroll to Appointment / "book an appointment."
- ☐ Read all the information provided regarding portrait purchases, so you understand the options available. Select your preferred appointment type (Premium, Standard, etc.) based on the desired options.
- ☐ Choose your date and time: **Available dates are April 27 (Sunday); June 4, 5, 6, 16, 17, August 6, 7, 8; mornings only.** These are the ONLY dates available. Due to adverse lighting conditions, we only accept morning appointments.
- ☐ Please use the **STUDENT'S NAME** and a **PARENT'S EMAIL ADDRESS** (preferably Mom's) when completing the form. VERY IMPORTANT!
- ☐ Pay the **sitting fee** by credit card at the time the appointment is made.
- ☐ **PLEASE MAKE YOUR APPOINTMENT BY May 1st.**

Please note:

- If a student does not attend the photo session and does not cancel the appointment in a timely manner, \$100 of the fee paid will be forfeited and will be collected again when making a new appointment.
- **Choose the June dates!** The weather in Atlanta is typically much more pleasant and your rising senior usually has fewer obligations at that time, too. Experience has taught us to expect the unexpected (sports camps; preseason practices; last-minute vacations; leader retreats for extracurricular activities; etc.). **Get the portraits done early and you will have peace of mind as the whirlwind of August approaches.**
- If you have any questions or concerns, please contact us by email: info@gemshots.com

Thank you!

Jim Matthews

Gemshots

GEMSHOTS

Email (preferred method): info@gemshots.com

Phone: 404-502-0036 (**send email if possible**)

PACE ACADEMY 2026 SENIOR PORTRAIT INSTRUCTIONS

On April 27, please report to the Seaman Family Student Commons. On all other dates, please report to Room 200A in the Upper School's Woodruff Library.

- Formal pictures will be made first. GIRLS are asked to wear a black top/dress for this photo. Don't forget to bring the proper jewelry for this shot. BOYS should dress in coat and tie AT HOME (tie your own tie) and don't forget proper shoes with this outfit as your feet will show in some pictures.

- Casual pictures will be made next. These will be made outdoors around the campus. We allow (and recommend) up to 2 outfit changes. This gives you a variety of choices. You may also bring your dog (on a leash, with someone to hold the leash), siblings, musical instrument, family or whatever you would like as part of your photographs. If you would like to bring a pet that is not a dog, please contact us first.

Other instructions:

Hairstyle, jewelry placement (necklace clasps for example), collars buttoned and centered tie knots, should all be checked in a restroom mirror before entering the studio for the formal picture. We will not be changing hair placement on the girls as we have in the past. We will have a mirror available in the studio for last-second adjustments.

Many of the outdoor portraits will be full-length so please make a WISE CHOICE OF SHOES.

Be aware that small details like fingernails and wrinkles in clothing will show in several photographs.

Thank you, and we will see you on picture day!

Jim Matthews