

## Hostess Instructions

1. In order to host a Portrait Party, a hostess must have eight confirmed clients for the party. Karen Mullen recommends that the hostess aim to book 10 or more clients so that the minimum is still met in the case of illness or no show. The party location must be pre-approved by Karen Mullen.
2. Clients are to be scheduled 15-20 minutes apart. Hostess needs to schedule the clients back to back. It is a good idea to book similar sessions together (ie: newborns). A schedule with name and ages of children should be emailed to Karen Mullen two days before the party. This helps Karen Mullen plan which props should be available at your party.
3. These mini sessions do not provide enough time for clients to change outfits. If a client desires outfit changes, the hostess should suggest that they contact Karen Mullen for a full portrait session appointment. Family units are welcome to attend. Karen Mullen will attempt but not promise to capture individual and family group shoots in the time provided. Hostess needs to emphasize that prompt arrival is a must. Late arrivals are not guaranteed their portrait session. Arriving 10 minutes early is a good rule of thumb.
4. The hostess should refer all questions and special requests directly to Karen Mullen. Please do not promise or suggest that Karen Mullen is able to, is willing to, or has done in the past special favors or requests. Policies change and pricing changes- and it is best that the hostess refers the client directly to Karen Mullen, so that the client receives accurate information regarding the request.
5. The hostess needs to collect all orders and payment in full by the deadline. Orders will not be processed without payment in full. If an order is sent in without the complete payment, that order will be placed on hold until payment is received. Hostess does not get portrait credit for orders that are not complete or placed after the deadline.
6. Hostess should contact all clients promptly to inform them that their proofs are online.
7. Hostess will pick up portrait orders from Karen Mullen and deliver to the Portrait Party clients.
8. Absolutely no orders will be taken over the telephone. No orders will be accepted via email. All orders and requests must be in writing. Orders must be submitted on official order form. Hostess needs to make sure order form is completed properly and that all orders are written in numerical order. One order form per client. If a client has several family members purchasing from their session, the client must condense all orders onto one order form, with image numbers listed in numerical order. Payment must be made in full.
9. Hostess receives 15% of total sales - not including sales tax- as portrait credit to be used on portraits taken of the hostess' family taken during the party. Reprints after the party orders are not calculated into the hostess' credit. Hostess credit lowers to 10% if minimum number of guests do not arrive.

The logo for Karen Mullen Photography features the name 'Karen Mullen' in a large, elegant, cursive script. Below it, the word 'PHOTOGRAPHY' is written in a clean, uppercase, sans-serif font. A large, light green, stylized flourish or underline element is positioned behind the text, starting under 'Karen' and extending under 'Mullen'.

Karen Mullen  
PHOTOGRAPHY

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