



P.O.Box 490  
372 Queen St. Fredericton, NB E3B 4Z9  
Tel: (506) 459-1155 Fax: (506) 459-2323  
Toll free: 1-888-512-2444  
Email: [portrait@harveystudios.ca](mailto:portrait@harveystudios.ca)  
[www.harveystudios.ca](http://www.harveystudios.ca)

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September 13, 2019.

Dear Potential Grad,

Harvey Studios is proud to be the official photographer of the Class of 2020. This means that we are to photograph all the potential graduates and supply Central New Brunswick Academy with these photos for the yearbook and composite. We will be at your school October 17<sup>th</sup> to photograph all potential graduates, unless you have already been photographed at our studio.

**A cap and gown sitting will be taken during regular school hours. The cost of this sitting is \$25.** You will receive the proofs immediately following your portrait session and you will have an opportunity to order from them.

**If paying by cheque, please make payable to Harvey Studios.**

To help ensure we get the best possible results from your portrait sitting, please follow these tips:

**Girls** You may wear a white blouse under the gown or a low-necked t-shirt for an open-neck look. If you choose to wear a blouse, we suggest a small collar fits best under the gown. Hair and make-up should be as you normally wear it. Don't over-do it.

**Boys** You should wear a plain dress shirt and tie under the gown. Make sure the shirt fits properly and you can comfortably button the collar. We will have a spare tie in case you need to borrow one. If you have a beard or mustache, make sure it is neatly trimmed. Otherwise, make sure you are clean-shaven.

The real key to any successful portrait is YOU! Be yourself and relax. Also, be prepared and well rested. No amount of retouching or photographic experience can make up for lots of rest.

Making sure you are happy with your portraits is very important to us. If you have any questions or concerns, please feel free to call us at the studio.

Suzanne Gregg  
Harvey Studios