

To Submit Your Photo for the Parish Directory instead of having one taken by Lifetouch.....

ALL of the following must be completed by September 15.

1. If a professional photographer took the photo, you must obtain a release of copyright document from us, have your photography sign it, and return the signed document to us.

2. If you or a non-professional photographer took the photo, you must obtain a release of copyright document from us, sign it and return it.

3. You must pay a \$10 processing fee we must pay to Lifetouch to include your photo. Your check can be payable to St. Leonard.

4. You must submit the photo in one of the following ways:
 - A. In person at the Parish Office to be scanned immediately and returned to you Monday-Thursday 8:30 a.m. to 4 p.m. or 8:30 a.m. to noon Fridays by September 15

 - B. Scan it yourself, save it as a JPG or JPEG and email this electronic copy to kathleen.drayna@stleonard.org by September 15.

 - C. Email the original JPEG or JPG to kathleen.drayna@stleonards.org by September 15