



color lab

ORDER ENTRY SERVICES

APPLICATION PROCESS CHECKLIST

WELCOME!

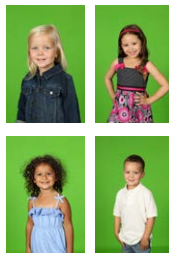
Thank you for completing our [Order Entry Services Application](#).

The following steps have to be completed in the order they appear to move forward in the approval process. We suggest allowing 4 weeks if utilizing Green Screen, HHImageHost, and Design Center Flyer Design. Please be sure to schedule your testing and setup to be completed with the application process by the deadlines.

ORDER ENTRY SERVICES APPLICATION



GREEN SCREEN TEST (if applicable)



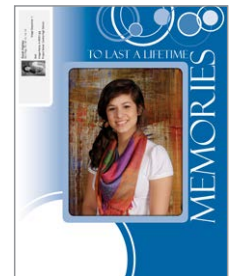
HHIMAGEHOST SETUP (if applicable)



PRE-PAY OR PROOF PLAN SALES FLYER (Either designed by the H&H Design Center or if designed by the studio must be approved by OES)



APPROVED FOR THE SEASON



DEADLINES

Spring Season: March 1

Fall Season: July 15

1. GREEN SCREEN TEST (IF APPLICABLE)

- Review the [Green Screen Lighting Setup Diagram](#) (make sure to log into the H&H website before clicking this link)
- Watch video on how to [submit a Green Screen Test Order through hhstudio](#)

2. HHIMAGEHOST SETUP (IF APPLICABLE)

- Review the [HHImageHost information](#) for hosting options
- Watch [videos on HHImageHost](#) to become familiar with the site
- Complete the [New Account Signup Form](#) online

3. FLYER DESIGN

- Studio Designed Flyer (this will be on a case by case basis)
- OR**
- Design Center Flyer Design
 - Once steps 1 & 2 are completed (if applicable), we will supply the Design Center Flyer Form link and assist you in completing the form if needed.
 - Review design options for [Pre-pay](#) and [Proof Plan](#) flyers

4. SERVICE ITEMS (IF APPLICABLE)

STANDARD ID CARD

- Review the [Standard ID Card designs](#)

STUDIO BACKGROUND ID CARD

- Review [Studio Background ID Card designs](#) and [Text Field options](#)
- Download the [Studio Background ID Card design guides](#) and design the card background
- Have a JPEG file of the background ready to provide to OES for the season

CUSTOM ID CARD

- Complete the [Custom ID Card Form](#) to request your design through our Design Center
- Design Center will provide you a JPEG & fields file of the design
- Have the design name ready to provide for to OES for the season

ADMIN CD

- Contact school to confirm software required

YEARBOOK CD

- Contact school to confirm software required

PACKAGE INSERT

- Review the [Package Insert options](#) and design your insert background(s)
- Have insert background JPEG file ready to provide for season