

# Texas School of Professional Photography

37th Annual Session  
April 29<sup>th</sup> – May 4<sup>th</sup>, 2012

## **STUDENT HANDBOOK**

The Texas Professional Photographers Association Officers and Board of Directors welcome you to the 37th annual Texas School of Professional Photography.

To become familiar with the benefits and campus activities, we sincerely encourage you to go through this entire handbook.

### **TSPP**

TSPP convenes one week out of every year in April or May for the purpose of educating professional photographers from throughout the United States and the World.

### TRAVEL ARRANGEMENTS

#### **AIR**

We suggest you check with your travel agent as to the availability of flights and times. You have several options. The closest airport is DFW in Arlington, or Love field in Dallas. The school is about 15 minutes from either airport.

#### **TO AND FROM THE CONFERENCE CENTER**

The friendly atmosphere of the school lends itself to automatic car-pooling once classes have formed. It is as easy as asking anyone. Transportation between some off site class and motels has never been a problem for students.

#### **REGISTRATION LOCATION FOR 2012**

**REGISTRATION WILL BE SUNDAY FROM 1:00-4:00 in the Garden Court #3 meeting room, on the first floor of the InterContinental Hotel. Please plan your travel to be on time.**

Self-Parking is Free at the hotel. There are 300 outside places and 700 inside the parking garage. Valet parking is available for a fee. Full Color is buying everybody a free evening meal from 5:00-6:00.

This will be a good time to see old friends and meet new ones. There will be some mini programs from 1:00-5:00 Sunday afternoon, check the schedule for locations. A short orientation and a program from two instructors will follow the meal in the Malachite Showroom on the first floor. The orientation program will be at 6:30 PM; all students are required to attend! Those not present at registration & orientation will not be issued packets and name badges.

### **MEALS**

Evening meals every night are sponsored by the many wonderful vendors and are included in tuition. These are great meals and are free to all students. Door prizes will be given away each evening during the week. Breakfast and lunch are on your own. There are several convenient places to eat.

### **LODGING**

The "official" headquarters will be the InterContinental Hotel. Be sure to request this group rate, and we advise that your reservation be for the Texas School of Professional Photography. (TSP) Some evening functions will be held at the hotel.

**InterContinental Hotel** 800-386-1592 \$109+ tax

You can book your hotel reservation online at [www.texaschool.org](http://www.texaschool.org)

### **RECORDERS**

Battery operated tape recorders are permitted at your seat. No extension cords, please. Absolutely no video cameras will be permitted in any class.

### **MASTER CAMERA**

Most instructors will be using a "Master Camera," from which a set of photographs (representative of the week's work) will be posted online for everyone's review.

### **STUDENT "NEED LIST" FOR CLASSES**

EVERYONE is expected to bring at least 4 examples of their work for the instructor's analysis. Some instructors have specific items they would like for you to bring. A separate letter will be sent for those or you can email your instructor. Their email address is listed on the web site under instructors

**DRESS INFORMALLY. YOU ARE ENCOURAGED TO WEAR COMFORTABLE CLOTHES AND EASY WALKING SHOES.**

## **ATTENDING SCHOOL**

The training facilities are at the InterContinental Hotel, Addison Conference Center, and a few different locations. Registration goes from 1:00-4:00 on Sunday. Orientation and classes begin Sunday afternoon. Class runs daily from 8:30 a.m. to 4:30 p.m. with some instructors having evening sessions with their class. Friday class runs from 8:30 a.m. until noon.

## **NO CHILDREN OR SPOUSES ALLOWED IN THE CLASS ROOM**

## **ADDITIONAL COSTS**

As far as school is concerned, there is no additional cost to you. Your personal needs are your expense. Demonstration equipment, prop sets, and other items used in classes will be on sale at reduced prices to students. NOTE: If not previously paid, balance of tuition must be cash or certified check.

## **NATIONAL MERITS**

TSPP is authorized to offer 2 PPA merits for attending the TSPP School. In order for you to receive a national merit, you **MUST BE** a member of the Professional Photographers of America and attend the prescribed hours required though Friday noon. The merits are handed to the student after class has been completed. It is your responsibility to furnish us with your PPA number **ON YOUR REGISTRATION FORM.**

## **CLASS PHOTOGRAPH**

A class photograph will be taken during the early part of the week. Please wear your TSPP t-shirt for the photograph. You will be notified when and where the photographs are to be taken. (Usually Monday afternoon.)

## **PUBLICITY PHOTOGRAPH**

A publicity photograph with the instructor is the option of the instructor. Though the instructors are not required to do so, we certainly encourage you to for your own scrapbook or publicity in your local newspaper. This is an excellent way to receive valuable publicity.

## **STUDENT PACKET**

After completing the course, you will receive a packet. In it will be a class portrait, PPA Merits, (if you are eligible), a TSPP certificate, and a class list so that you can keep track of the friends you have made at TSPP, and a news release for your local newspaper.

## **PREFERRED ALUMNI LIST**

Once an alumni of TSPP, you will be given a preferred mailing status and be the first to receive our new class information for the following term. **BE LOOKING FOR IT!**

The Officers and Board of Directors of TEXAS SCHOOL OF PROFESSIONAL PHOTOGRAPHY wish to say:

**"THANK YOU!"**

for the insight to improve your professional image and helping us to better serve our profession.

**Please watch the web site for important updates before the school.**

**This is going to be an awesome year at Texas School of Professional Photography**

**There is a schedule on the web site that is intended to give a basic framework of the week. A new schedule will be published before the school with the final changes**