

## Procedure of Taking Wedding Photos or Graduation Photos in Lam Woo Campus

### 1. Wedding Photo

The alumni should fill in the application form and address to the Principal (by fax or email: [lwms@lamwoo.edu.hk](mailto:lwms@lamwoo.edu.hk)) at least 2 weeks in advance.

Name of alumni _____	Year of graduation _____
Date of taking photo _____	Time: _____ to _____ (not more than 2 hrs)
Total no. of people _____	
No. of car _____ (not more than 2)	Car plate no. _____ , _____
Besides the open area, any specific place to take photo _____ (need to be approved)	
Contact Tel. no. _____	Email address _____

The Vice Principal (Academic Administrative Section) will reply to the applicant at least 1 week in advance. N.B.

- Date of taking photos should be non-school day and non-public holiday.
- Time of taking photos should be within 9:00am – 5:00pm
- All laboratories, special rooms and staff rooms are not open under normal circumstance.

### 2. Graduation Photo

The alumni should call their ex-form teacher (in case the ex-form teacher is not working here anymore, then any other subject teachers) at least 1 week in advance. The following information should be provided:

Name of student representative	
Contact Tel. no. of the representative	
Year of graduation	
Total no. of students	
Date of taking photo	
Time of taking photo	From _____ to _____

The teacher concerned should forward the information to the VP (Academic Administrative Section) for approval. VP will then reply to the alumni about the application.

N.B.

- Date of taking photos should be non-public holiday.
- For non-school days, time of taking photos should be within 9:00am-5:00pm.
- For school days, time of taking photos should be after school.
- All laboratories, special rooms and staff rooms are not open under normal circumstance.