

# The Corporate Team Headshot Planning Guide

This guide is for the company point person coordinating the headshot session. It is organized into three simple steps:

**Step 1:** Booking Details — proposal, contract, deposit, and point person.

**Step 2:** Session Details — location, space, schedule, wardrobe, and team preparation.

**Step 3:** Delivery Details — image selection, file delivery, usage rights, and release needs.

---

## Step 1: Booking Details

Before the session is officially booked, we will confirm the key details below. This keeps expectations clear and helps the shoot day run smoothly.

### Booking Checklist

- Proposal or quote reviewed and approved
- Contract signed electronically through DocuSign
- Required deposit paid
- Payment schedule confirmed
- One company point person assigned
- Estimated team count confirmed

A session is not considered officially booked until the proposal or quote is approved, the contract is signed through DocuSign, and the required deposit has been paid.

### Payment Schedule

The payment schedule will be outlined in the proposal or agreement before the session is confirmed. For most corporate sessions, a deposit is required to reserve the date, with the remaining balance due according to the agreed payment terms.

Before booking, we'll clarify:

- Deposit amount
  - Remaining balance
  - Final payment due date
  - Whether payment is made by invoice, card, check, or another approved method
  - Whether the company requires vendor paperwork, purchase order details, or special billing information
-

## Step 2: Session Details

A successful team headshot day is all about preparation, flow, and keeping the process easy for everyone involved.

### Space Needed for the Mobile Studio

For on-site corporate headshots, I bring a mobile studio setup to your location. A clean, open space helps the session move faster and keeps the final images consistent.

Ideal spaces include:

- Conference rooms
- Training rooms
- Lobby areas
- Empty offices
- Large break rooms
- Clean open areas with enough room to work

Whenever possible, the space should have enough room for lighting, camera placement, and a little distance between the subject and background. We can discuss your available space during the consultation.

### Scheduling Your Team

The smoother the schedule, the easier the session is for everyone.

Helpful scheduling tips:

- Create a simple appointment order before shoot day.
- Avoid sending the entire team at once.
- Build in a little buffer time for late arrivals or last-minute changes.
- Let employees know where to go and what time to arrive.
- Have one internal point person available during the session.

### Wardrobe Guidance for Teams

The goal is not for everyone to dress exactly the same. The goal is for the team to look visually consistent and professional.

Good wardrobe direction:

- Solid colors photograph best.
- Neutral, deeper, or softer tones usually create the cleanest look.
- Layers work well — blazers, jackets, cardigans, overshirts, and structured pieces can add polish.
- Avoid busy patterns, tiny prints, neon colors, large logos, and distracting accessories.

- Necklaces are usually best avoided for headshots because they can compete with the face and break up the neckline.
- Make sure clothing is clean, pressed, and ready before the shoot.

## **When Branding Matters**

For some companies, headshots should match a specific brand identity. This is especially important for teams that wear uniforms, branded polos, scrubs, suits, hospitality attire, or company colors.

Before the session, consider whether your team should wear:

- Company uniforms
- Branded shirts or polos
- Medical scrubs or lab coats
- Matching jackets or blazers
- Similar color palettes
- Department-specific attire
- Clothing that matches your website, marketing materials, or brand standards

If your company has brand colors, uniform requirements, or visual guidelines, we can use those to create a more consistent look across the team. The goal is to make the final images feel like they belong together without making everyone look overly staged or identical.

## **Grooming and Readiness**

Please encourage team members to arrive camera-ready. Small details can become noticeable in a close-up portrait.

Helpful reminders:

- Arrive with hair styled or groomed.
- Trim beards and facial hair as needed.
- Check nose hair, eyebrows, lint, and pet hair.
- Clean glasses before the session.
- Avoid sunburns, excessive tanning, or major skin changes right before the shoot.
- Bring any jacket, blazer, or wardrobe option on a hanger when possible.

## **What Employees Should Expect**

Each person will be guided through posing, posture, and expression. They do not need to know how to pose or feel comfortable in front of the camera.

My job is to keep the process relaxed, efficient, and professional so your team can get back to work quickly.

---

## Step 3: Delivery Details

Before the session, we'll clarify how final images will be selected, delivered, and used.

### Image Selection and Delivery

- How many final images are included per person
- Whether additional selected images are available
- Whether employees will select images on-site or after the session
- Whether images are delivered to each employee, one company contact, or both
- Any file size, crop, background, naming, or branding requirements

For most teams, it is best to choose one primary company contact who can receive final files, answer internal questions, and help keep communication clear.

### Usage Rights and Releases

Corporate headshots are commonly used for LinkedIn, company websites, email signatures, internal directories, press releases, marketing materials, and company announcements.

The agreement will outline the approved usage rights for the final delivered images. If your company needs broader usage, advertising use, third-party publication, or special licensing terms, we can discuss that before the session is confirmed.

When needed, we can also address model release requirements for employees being photographed. Some companies handle this internally through HR or employment agreements, while others prefer a separate release.

### Before Shoot Day Checklist

- Confirm team count
- Confirm location or room
- Choose one company point person
- Share wardrobe guidance with employees
- Create employee schedule
- Confirm agreement and deposit are complete
- Confirm delivery contact and timeline

With the right space, schedule, and preparation, the process can be smooth, efficient, and professional from start to finish.