



Headshot Photography Checklist

Now that you've decided to get a new headshot done, you'll want to ensure you're fully prepared to optimize your investment. Here's a customizable checklist template you can use when preparing for a headshot photography session:

Ensure your headshot session is a success with this comprehensive checklist.

Session Details

- **Client Name:**
- **Date:**
- **Location:**
- **Session Start Time:**
- **Photographer Contact Information:**
 - Cell:
 - Email:
 - Website:

Preparation Before the Shoot

☐ **Define Your Purpose:**

- Why do you need the headshots? (e.g., LinkedIn profile, company website, personal branding, press release).

☐ **Choose Your Style:**

- Formal, business casual, creative, or lifestyle?
- Color or black and white? (You can have both)

☐ **Wardrobe Selection:**

- Outfits that align with your brand or professional image.
- Consider layers, textures, and accessories.
- Wear clothes you like and feel confident wearing.

☐ **Grooming and Hygiene:**

- Hair: Freshly styled or cut, facial hair groomed.
- Skin: Clean and moisturized, consider professional makeup.

☐ **Sleep and Hydration:**

- Ensure good rest the night before and stay hydrated.

On the Day of the Shoot

☐ **Wardrobe Final Check:**

- Ensure clothing is wrinkle and lint free and fits well.
- Bring extra outfits for variety (time permitting).

☐ **Grooming Check:**

- Quick hair and makeup touch-up.
- Bring any necessary grooming products (e.g., comb, hair spray, touch up).

☐ **Accessories:**

- Minimal and complementary jewelry.
- Glasses (bring options if you wear them).

☐ **Props (if doing an environmental / work context type shoot):**

- Items that reflect your profession or personality (e.g., laptop, camera, tools).
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During the Shoot

☐ **Posing Preferences:**

- Discuss preferred angles and poses with your photographer.
- Consider standing, sitting, or leaning poses.
- Make micro-adjustments as necessary (your photographer will guide you)

☐ **Expressions:**

- Aim for a variety of expressions: confident, approachable, serious, smiling.

☐ **Background Choices:**

- Simple and clean backgrounds or environmental shots.
- Consider indoor vs. outdoor settings.

☐ **Lighting:**

- Natural light, studio lighting, or a mix?
 - Discuss any lighting preferences with your photographer.
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Post-Shoot Considerations

☐ **Image Selection:**

- How many final images will you receive?
- Review and choose your preferred shots or let photographer choose

☐ **Retouching Requests:**

- Discuss any retouching needs (e.g., blemish removal, teeth whitening, stray hairs).
- Discuss level of retouching you'd like (minimal, average, full)

☐ **Delivery Timeline:**

- Confirm when and how you'll receive your images.

☐ **Image Format:**

- High-resolution for printing, web-optimized for online use.

☐ **Usage Rights:**

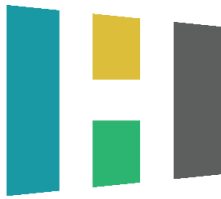
- Clarify how and where the images can be used.

Notes:

- *Include any additional details or special instructions for your photographer.*
- *Meeting place*
- *Parking*
- *Room name/number (size of room)*
- *Easy access to plugs / power cords*

This checklist is designed to help clients prepare thoroughly for their headshot session, ensuring they get the best possible results. It's customizable to fit individual preferences and professional needs.

Need help?



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