VADERA PHOTOGRAPHY

FREE CHECKLIST

Team headshot day checklist

A one-page plan for the person organising it: the room, the schedule, what to tell staff, and what to wear.

Shoot date _____ Room _____ Organiser _____ Headcount _____

01 The room

- [ ] Book a meeting room for the whole session, plus about 30 minutes before for setup and 20 minutes after for pack-down.
- [ ] Pick a room with roughly 3 m x 4 m of clear floor. Tables and chairs can be pushed to one side.
- [ ] Check there is a power outlet within reach.
- [ ] Choose a room where the blinds close, so the light is the same for the first person and the last.
- [ ] Tell reception a photographer is arriving with equipment cases, and sort out parking or elevator access.
- [ ] Keep the room closed to onlookers. People relax faster without an audience.

02 The schedule

- [ ] Count everyone who needs a photo, including remote staff who can come in that day.
- [ ] Allow 5–7 minutes per person and give each person a named time slot.
- [ ] Stagger teams so a whole department is never away from its desks at once.
- [ ] Leave a 10-minute gap every hour for latecomers.
- [ ] Keep two or three people on standby to fill any no-shows.

TIME ON THE DAY, AT 7 MINUTES EACH

8 people about 1 hour
12 people about 1.5 hours
20 people about 2.5 hours
30 people about 3.5 hours

03 What to tell staff

- [ ] Send the date, room and each person's time slot a week ahead. Remind everyone the day before.
- [ ] Say it takes 5–7 minutes. They are told where to stand and what to do, so nobody needs to know how to pose.
- [ ] Say everyone picks their own photo from a private online gallery.
- [ ] Say where the photos will be used: website, LinkedIn, email signatures.
- [ ] Anyone away that day can be photographed later with the same backdrop and light.

04 What to wear

- [ ] Dress as you would to meet a client.
- [ ] Solid, mid to dark colours photograph best. Avoid small checks, thin stripes and large logos.
- [ ] Bring a jacket or a second top if you are unsure.
- [ ] Iron or steam it the night before. Creases show.
- [ ] Glasses are fine. Give the lenses a clean.
- [ ] Hair and makeup as on a normal workday. Bring a comb.
- [ ] If your company has a dress guideline, follow it.

After the shoot

2 business days
Proofs arrive in a private gallery.

Everyone chooses
Each person picks their own photo.

3 business days
Final retouched photos. Up to a week for bigger jobs.

Want a fixed quote for your team?
Tell us how many people, when and where. We reply within 2 business hours.

Call or text (204) 901-2916
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