

Running the day

How to organize a team headshot day

This is for whoever got handed the job. Usually an office manager, usually with about a week of notice.

WHOLE TEAM

1 to 2 hours for most groups

TEAM RATES

\$175, \$150 or \$125 per person
by group size

SPACE NEEDED

About 10 by 12 feet of clear
floor

DELIVERY

7 to 10 business days

- ☐ Note to the team with the time and where to find me
- ☐ No running order needed, people come when free
- ☐ Room booked for 1 to 2 hours, plus 30 minutes setup
- ☐ Table pushed aside, about 10 by 12 feet of clear floor
- ☐ One power outlet within reach of the shooting area
- ☐ Mirror nearby, and somewhere to leave bags and jackets
- ☐ Wardrobe note sent a week ahead, or company shirts arranged
- ☐ Crop and backdrop decided before the day
- ☐ Group photo scheduled explicitly, not left to chance
- ☐ Someone named as the point of contact on the day
- ☐ List of who is out, so nobody is missed by accident

QUICK ANSWERS

What happens if someone is out sick that day?

It is common enough that it is worth planning for. Anyone missed can be added later, either on a return visit or by joining another team's session, and matched to the same lighting and backd...

How far in advance should we book?

Two to three weeks is comfortable for a team of any size, mostly because it gives you time to send the wardrobe note and fill the schedule. Shorter notice is often possible.

Can people see their photos before choosing?

Yes. Everyone gets to review and select from their own frames in a private gallery rather than having their two images chosen for them, which matters more to people than you might expect.

Do you travel to multiple offices?

Yes. If a team is split across sites in the valley, it is usually cheapest to run them as one booking across two locations rather than two separate bookings.

ALSO COVERED IN THE FULL GUIDE

- 01** How long it actually takes
- 02** No booking slots needed, just send people over
- 03** What the space needs, and what it does not
- 04** Tell people what to wear, a week ahead
- 05** Decide the crop and the background before the day
- 06** Do not forget the group photo
- 07** What it costs

Questions, or ready to book?

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