

# Event Headshot Planning Checklist

- ☐ Confirm event date, time, and location
- ☐ Estimate number of participants needing headshots
- ☐ Choose background and lighting style (neutral, brand colors, etc.)
- ☐ Determine if photos will be walk-up or scheduled
- ☐ Decide on image review process (on-site or online gallery)
- ☐ Confirm turnaround time for final images
- ☐ Choose file formats and crops needed (LinkedIn, ID badge, bio, etc.)
- ☐ Provide company branding guidelines, if applicable
- ☐ Plan for Wi-Fi and power access at the venue
- ☐ Assign point-of-contact from your team for day-of coordination
- ☐ Decide if you want any add-ons (team photo, branding overlay, rush delivery)
- ☐ Prepare attendee attire guide or wardrobe tips (optional)
- ☐ Schedule pre-event consultation with photographer
- ☐ Arrange for post-event image delivery (email list or direct links)