



Team Headshot Planning Checklist

Built for office managers, HR, and team leads

Coordinating team headshots does not need to be complicated. This checklist outlines what to plan, what your team needs, and how to keep the process efficient.

Before You Schedule

- Estimate how many people need headshots
- Decide on location, on-site at your office or off-site
- Determine if everyone needs the same look and background
- Set a general time frame, single day or multiple sessions
- Identify a point person to coordinate internally

What Your Team Needs to Know

- Provide simple wardrobe guidance, solid colors, no busy patterns
- Let them know how long their session will take
- Set expectations, guided posing, no experience needed
- Encourage them to bring one alternate outfit if possible

Scheduling and Logistics

- Plan 5 to 10 minutes per person depending on needs
- Build a simple schedule to avoid bottlenecks
- Choose a space with enough room for lighting and background
- Ensure access to power if needed
- Ensure reliable WiFi to support immediate image delivery
- Allow buffer time for delays or last-minute additions

Day of the Shoot

- Have a single contact available for questions and coordination
- Keep people moving on schedule
- Provide a nearby area for quick outfit changes if possible
- Minimize interruptions so sessions stay efficient
- Expect minor adjustments throughout the day

Common Mistakes to Avoid

- Not giving employees any wardrobe direction
- Overbooking the schedule without buffer time
- Choosing a space for the photos that is too small or cluttered
- Trying to rush each session
- Expecting consistency without planning for it

Final Notes

- A clear plan keeps the process quick and low stress
- Consistency comes from preparation, not luck
- The right setup allows your team to focus on their work, not the process

Ready to schedule your team headshots?
Request a quote at trueyouheadshots.com