**HEADSHOTS:**

LOCATION A: ____________________________

OUTFIT A: ____________________________

- [ ] Wide  [ ] Looking at camera  [ ] Candid / personality-driven
- [ ] Medium  [ ] Looking at camera  [ ] Candid
- [ ] Close  [ ] Looking at camera  [ ] Candid

LOCATION B: ____________________________

OUTFIT B: ____________________________

- [ ] Wide  [ ] Looking at camera  [ ] Candid
- [ ] Medium  [ ] Looking at camera  [ ] Candid
- [ ] Close  [ ] Looking at camera  [ ] Candid

**ADDITIONAL NOTES:**

________________________________________

**WORKING / BEHIND THE SCENES:**

- [ ] Working  [ ] Close  [ ] Medium  [ ] Wide
- [ ] Interacting (coworkers, colleagues, clients)
- [ ] Tools of the trade
- [ ] Lifestyle vignettes ____________________
- [ ] Your space _____________________
- [ ] Other: __________________________

**ADDITIONAL NOTES:**

________________________________________

**PRODUCT:**

- [ ] ____________________________
- [ ] ____________________________
- [ ] ____________________________
- [ ] ____________________________

**OTHER:**

- [ ] ____________________________
- [ ] ____________________________
- [ ] ____________________________
- [ ] ____________________________

**TO-DO’S:**

- [ ] Hire photographer
- [ ] Hire additional team (makeup, stylist, etc.)
- [ ] Schedule shoot day + time / coordinate schedules
- [ ] Create Pinterest moodboard (+ share with team)
- [ ] Test wardrobe, hair, and makeup
- [ ] Clean space
- [ ] Buy any props / decorations, as needed
- [ ] Organize product shots
- [ ] Recruit talent (coworkers, clients, etc. in shots)
- [ ] Other: __________________________
- [ ] Other: __________________________
- [ ] Other: __________________________
- [ ] Other: __________________________
- [ ] Other: __________________________

**IMPORTANT INFORMATION:**

Photographer: ____________________________

Makeup Artist: ____________________________

Stylist: ____________________________

Location(s): ____________________________

- [ ] Shoot date: ____________________________
- [ ] Start time: ____________________________
- [ ] End time: ____________________________

- [ ] Other: ____________________________
- [ ] Other: ____________________________
- [ ] Other: ____________________________

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