



STEPS FOR SETTING UP YOUR VIRTUAL HEADSHOT PHOTOGRAPHY SESSION

My name is Linda Kazares

I will be with you virtually through the whole photoshoot

The time allotted for your appointment is 20 minutes

- 1. ORDER THE TRIPOD** for delivery at least a day before your headshot reservation.
 - There are several tripods available on Amazon: Example Mpow Selfie Stick and Tripod, **62-67 inch (height is critical)** Phone Tripod Stand Professional All in One Cell Phone Tripod with Bluetooth Remote Phone Holder, Compatible with iPhone or Android.
 - Tabletop tripods do not work well for height
 - Hand-holding a device will not produce acceptable results due to handshake
- 2. DOWNLOAD** the app we will use for the photoshoot is online
 - A link and instructions for downloading the app is available when you register for your headshot
3. Follow instructions for the application set-up
 - **YOU WILL SEND YOUR CLIENT 9 DIGIT CODE at least the day before your scheduled shoot to Linda by email at linda@lindakazares.com**
- 4. QUALITY ASSURANCE - Outfit** - please wear the attire appropriate to the Transposon brand. For the best outcome, make sure it is smooth and ironed.
- 5. Please remove distractions such as anything moving; eliminate flickering of computers screen savers and active television screens; move furniture in the smartphone camera scope.**

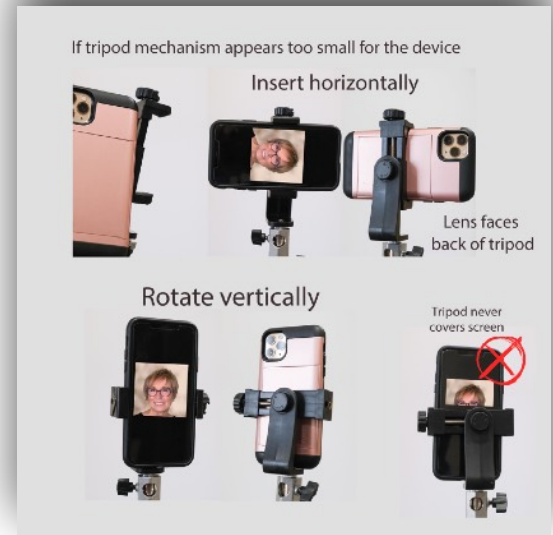
6. Before the Shoot

- Take a few minutes to look around for a neutral light color blank wall (**no** dark or color specific walls such as green red, blue etc.)
- Small marks, picture hook, electrical outlets are ok as they will be removed in post-processing
- Furniture, pictures on the walls, high back chairs and anything distracting in the background needs to be removed

7. Set-up tripod so it is handy once we get started.

8. Have your phone in your hand when we connect so if necessary, we can walk around to select the best choice for location

- The wall/area where you will be should have good light coming in
 - We can tweak that at the start of the photoshoot
- Find a space that is approximately 2 feet from the wall where you'll be positioned and about 3 feet from you to the tripod



9. When we start the shoot

- We will be able to communicate via smartphone speaker during the shoot
- You will not see yourself on the phone - just like a regular photoshoot
- You will be standing for the session

10. Final step


- You will select the preferred headshot during the session
- CIM will edit the photos, delivered to a Dropbox
- Congratulations you have a new awesome headshot. Enjoy!

HOW TO PREPARE FOR A KILLER VIRTUAL PHOTOSHOOT SESSION ANYWHERE IN THE WORLD

CHECKLIST: 5 SIMPLE ITEMS


IPHONE (8 OR LATER) OR ANDROID

"As a "remote" virtual subject, I was a little nervous. I can say that Linda handles everything beautifully. I'm a believer. Pam Iacovo, Biz Dev, Sr Proposal Mgr, Walsh (Group) Construction




TRIPOD

Since these aren't selfies, a tripod is a must to keep the phone steady. This is a hands-off photoshoot! Tripods are available at Amazon for \$20 and up. Best to buy one with a ring light.



WINDOW

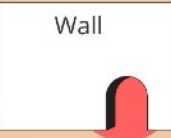
Look for the light. It is your friend. Windows work without a plug or light bulb. You can always add light.



LOCATION


Wall

A wall ~ at home or office ~ is all you need. No backdrops or fancy anything. Just you and the blank wall. The lighter the wall the better.



OUTFITS

Pick 2 options for your shoot. Light colors are best. Off white, medium pastel for tops with sleeves: bottoms don't matter ~ this is a headshot after all.




Book Today at LindaKazares.com
Call 480-353-9415

THE DAY OF A VIRTUAL PHOTOSHOOT SESSION ANYWHERE IN THE WORLD

CHECKLIST: 5 SIMPLE STEPS


OUTFITS

Have clothes **PRESSED** to eliminate wrinkles. Best to wear off white or medium pastel for tops. Wear clothes with sleeves that are comfortable. If your buttons pull open it's too tight.



IPHONE (8 OR LATER) OR ANDROID AND TRIPOD


Place the phone vertically on the tripod or solid surface so that the **back of the phone faces you**. You will **NOT** see the screen during the shoot.



LOCATION


Wall

A wall ~ at home or office ~ is all you need. Have at least 3 feet from where you will stand to the wall and place the tripod with phone at least 4 feet in front of you.




WINDOW

Light is your friend. You will stand to the left or right or directly **facing** the window. Never with your back in front of it. Corners also work as long as the light is available.



POSING

That's my job. There are three general poses - looking left or right or facing the smartphone. A headshot is mid-chest and up. I will make the little tweaks with directions during the shoot so you look like **the star that you are**.



Contact Linda Kazares 480-353-9415