

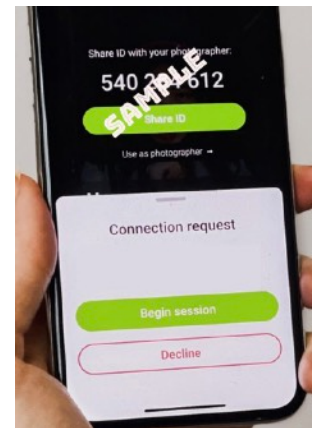
## STEPS FOR SETTING UP YOUR VIRTUAL HEADSHOT PHOTOGRAPHY SESSION

I will be with you virtually through the whole photoshoot.



1. **DOWNLOAD** theshutter.app at one of the links below. Record the 9-digit code you receive when you set up the app. You will use the code as part of your headshot appointment registration.
  - iPhone <https://apple.co/3wOtHYa>
  - Android <https://bit.ly/2UdMmQa>
  - Follow the instructions for the application setup

**NOTE** ~ you will sign into the app with your 9-digit code on your phone at the assigned time. I will join you when I see that you are available.



2. **ORDER THE TRIPOD** for delivery at least a day before your headshot reservation.
  - Phone Tripod Stands Available on Amazon: **62-67" (height is important)**
  - Tabletop tripods **do not** work well for height
  - Hand-holding a device will not produce acceptable results due to a handshake
3. **QUALITY ASSURANCE - Outfits** - please have whatever you're wearing smooth/ironed. That includes jackets, t-shirts, Polos, blouses, dresses and anything that will appear above the chest.
  - A shirt/blouse that you would wear to work
  - Coat/sweater/jacket that you can wear over your shirt/blouse
  - If applicable, a uniform

**Please avoid distractions such as anything moving; eliminate flickering of computers, screen savers and active television screens; move furniture out of view of the smartphone camera.**

#### 4. BEFORE THE SHOOT

- Take a few minutes to look around for a neutral color blank wall (no dark or color-specific walls)
- Small marks, picture hooks, and electrical outlets are ok, as I can remove them in post-processing.
  - Furniture, pictures on the walls, high-back chairs and anything distracting in the background need to be removed.

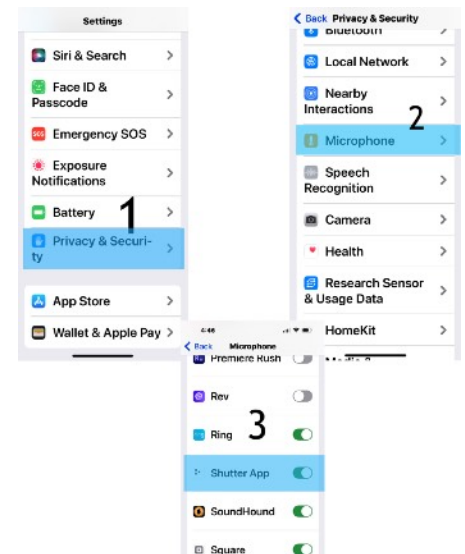
#### 5. SET UP TRIPOD so it is handy once we get started

- Attach the smartphone **VERTICALLY** to the tripod with the **lens facing you** - see diagram. 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



#### 6. ON YOUR IPHONE check the setting to allow the Shutter app to access your microphone. Screenshots are attached at the end of the instructions. Android users may not have to do that. Here's how:

- Open **Settings**
- Navigate to **Privacy and Security**
- Find **Microphone**
- Navigate to **Shutter** and make sure it has access to your mic



#### • FINAL STEP

- You will select your preferred headshot before we end the session
- 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**

"A virtual photoshoot is a must-have experience in this day of the New Normal! Even for a mid-to-low level techie like me!"  
- Julie Plummer, Yoga Instructor



**TRIPOD**

Since these aren't selfies, a tripod will keep the phone steady. This is a hands-off photoshoot! Tripods are available at Amazon for \$15 and up. Best to buy one with a ring light.



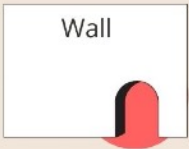
**WINDOW**

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



**LOCATION**

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](http://LindaKazares.com)  
Call 480-353-9415

VIP  
Virtual Impact Photography  
by Linda Kazares

THE DAY OF A VIRTUAL PHOTOSHOOT SESSION ANYWHERE IN THE WORLD

CHECKLIST: 5 SIMPLE STEPS

**OUTFITS**

Have 2 pressed options. Light colors are best. 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**

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 iPhone 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 iPhone. 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

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