Headshot Event Planning Worksheet

Use this worksheet to gather details with your team. You may save or print it for discussion, then submit the final details online at blakephoto.com/headshot-event-details/.

1. CONTACT AND EVENT BASICS

Primary Contact Name

Organization / Company

Email Address

Phone Number

Event Name

Event Date

Venue / Location

City

2. ATTENDANCE AND SCHEDULE

A realistic schedule lets us recommend the right number of headshot stations and staff. A polished headshot station typically photographs about 20 people per hour, per station.

Estimated Number of Headshots

Expected Total Attendance

Event Start Time

Event End Time

Preferred Headshot Start Time

Preferred Headshot End Time

Will headshots be offered in one dedicated block, split sessions, or throughout the event?

3. HEADSHOT STYLE AND SETUP

Describe the look you want clients to receive. If you have a sample image, brand guide, or preferred background, please attach or email it with the completed worksheet.

Preferred background / look (for example: gray, white, environmental, branded)

Pose, crop, wardrobe, or branding notes

Will a branded backdrop be provided?

Logo / file delivery contact

4. LOCATION AND LOGISTICS

☐ **Same as Booking Contact**

On-site Contact Name

On-site Contact Cell Number

Headshot Area / Room

Load-in / Setup Time Available

Available space, access, lighting, power, table, and internet details

Any restrictions, security requirements, parking instructions, or venue contacts?

5. DELIVERY AND OPTIONAL SERVICES

Tell us how you expect the headshots to be delivered and whether you are considering additional event photography. We will confirm the best workflow and pricing after reviewing the scope.

Preferred delivery (individual gallery, company download, same-day selection, retouched finals, etc.)

Other services you may want to discuss (event coverage, group photos, on-site printing, photo booth, video)

6. QUESTIONS AND FINAL NOTES

Questions for Blake Photography or details we should know before preparing a quote

Next step

When your team has agreed on the details, submit them online at blakephoto.com/headshot-event-details/. The online submission sends a copy to you and lets us respond with staffing recommendations, availability, and a customized quote.

Committee Notes / Action Items

7. APPROVAL OF EVENT DETAILS

By signing below, I confirm that these event details are accurate and approved for planning purposes.

Approved By Signature

Date