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photographer

The Day-Of Headshot Station Checklist.

Everything your team needs to know before, during, and after the event — so instant delivery actually works.

SETUP CHECKLIST   ATTENDEE FLOW   INSTANT DELIVERY   DAY-OF GUIDE

Takes 5 minutes to read. Saves hours of back-and-forth planning.

What You're Getting

This checklist walks you through every step of coordinating a professional headshot station at your conference or corporate event. It covers setup requirements, how to guide attendees through the experience, what to brief your team on, and how instant JPEG delivery works so your employees leave with their photo.

1 Setup Requirements
What needs to be in place before doors open

☐ **A quiet corner or low-traffic area of the venue**
A dedicated room is a bonus but not required — open areas work fine

☐ **Neutral backdrop provided by photographer**
Typically white, gray, or charcoal — confirm color preference in advance

☐ **Two power outlets within 15 ft of shooting area**
One for strobe, one for laptop/tethering station

☐ **A tall cocktail table for gear staging**
Laptop and tethering station — keeps the setup compact and professional

☐ **Signage or wayfinding to the headshot area**
Simple sign at registration table is enough

☐ **Wi-Fi access point nearby (if using instant delivery)**
Photographer will confirm requirements in advance

☐ **Coat hooks or small rack near entrance**
Attendees appreciate a place to hang jackets before stepping on set

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PRO TIP
A quiet corner works great — no dedicated room needed. The main thing is keeping the backdrop area free of foot traffic so attendees aren't walking through the frame mid-session.

2 Attendee Flow

How to move people through the station efficiently

- [ ] **Announce headshots in opening remarks or app**
  Let attendees know the station is available and when

- [ ] **Build in 3–5 minutes per person**
  Mix of session time, review, and delivery — plan total capacity accordingly

- [ ] **Brief attendees on attire in pre-event email**
  Solid colors only — no patterns, logos, or neon — dark or navy recommended

- [ ] **Have a mirror available near the entrance**
  Attendees want to check hair/collar before stepping on set

- [ ] **Display QR code signage at the headshot station entrance**
  Attendees scan, enter their name and email on their phone — no staff needed

- [ ] **Keep a short line visible but not crowded**
  4–6 people waiting is fine; more than that can discourage participation

> **PRO TIP**
> Slot headshots during a natural downtime — lunch, a networking break, or between sessions. Forcing it during a keynote means you'll have an empty room. Place QR code signage at the entrance and at registration so attendees know to sign in before they step on set.

3 What to Brief Your Team On

Internal communication before the event day

- [ ] **Share room location with AV and event staff**
  They'll get asked — make sure they know where to point people

- [ ] **Confirm setup window with photographer (typically 60–90 min)**
  Photographer arrives before doors open to dial in lighting

- [ ] **Designate who handles any attendee questions**
  Reduces interruptions to the photographer during the session

- [ ] **Communicate delivery timeline to attendees**
  Instant = same day via email; next-day edits if retouching is included

4 How Instant Delivery Works

Day-of technology and what your attendees experience

1 Photo Taken — — — **2** Tethered to Laptop — — — **3** Exported & Tagged — — — **4** Delivered by Email

☐ **Photos are captured tethered to a laptop in real-time**
Capture One — allows immediate review and culling on a calibrated display

☐ **Each selected image is exported as a full-res JPEG**
Typically 3,000–5,000px, print-ready and LinkedIn-optimized

☐ **File is uploaded to Headshot Tools delivery platform**
headshottools.com — purpose-built for high-volume, same-day corporate headshot delivery

☐ **Attendees self-register via QR code on their own phone**
They enter their name and email at signup — no staff or check-in sheet needed

☐ **Attendee receives a branded download link by email**
Delivered within minutes of sitting down — no waiting until after the event

☐ **Gallery link is active for 30+ days**
Attendees can re-download on any device at any time

☐ **Bulk ZIP available for HR/marketing teams on request**
Request this at booking — we'll set up a shared gallery

> **PRO TIP**
> Attendees self-register via QR code on their phone before they sit down — no staff needed and no check-in sheets. Their photo is matched to their email automatically through Headshot Tools and delivered within minutes of their session.

5 Day-Of Photographer Checklist

What I handle — so you don't have to

☐ Arrive 60–90 min before doors open for full setup

☐ Build, test, and meter studio lighting

☐ Connect tethering cable and configure delivery platform

☐ Shoot test frames and confirm white balance

☐ Photograph each attendee (2–4 selects per person)

☐ Cull, color-correct, and export each session

☐ Deliver via instant download link to attendee email

☐ Pack down and clear the room within 30 min of close

Ready to Book Your Headshot Station?

I work with Dallas-area conferences, corporations, and associations of all sizes.

GET IN TOUCH →

$2,500 Flat Day Rate

Conference Day Package | Up to 6 hours | Unlimited attendees
No per-person fees. No add-ons. Everything included.

What's Included

- [ ] Full studio setup — lighting, backdrop, gear
- [ ] Up to 6 hours of on-site coverage
- [ ] Unlimited attendees — no headcount caps
- [ ] Professional direction for every subject
- [ ] Instant delivery via branded Headshot Tools portal
- [ ] Web-optimized + hi-res files for every attendee
- [ ] All edited files — no extra retouching fees

Contact & Booking

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