

This is a WORKSHEET for planning your photo session. It is not a binding contract; it is an action plan. It is understood that plans will sometimes change due to unforeseen circumstances. These questions are meant to guide you and your photographer to a shared vision for your photography shoot so that you and your loved ones may find the greatest possible joy in your finished portraits.

Please answer all questions to the best of your ability. Take all the space you need, and feel free to add more pages or write on the back. If you do not know an answer leave it blank, but give it some thought as we will come back to it later.

CLIENT NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_  day  evening    CELL \_\_\_\_\_  day  evening

Will you be making the purchase decision yourself, or will someone else also be involved? If so, that person should also be involved in the planning, and *must* be present at the Photo Reveal and Ordering.

I will make all purchase decisions myself.       Others will also be involved in purchase decisions.  
 (List others' names and phone numbers on a separate sheet.)

**MODELS:** Whose picture will I be taking? List all by name, age, and gender and favorite color. If animals will be included give species, call name, and owner's name. Use separate sheet if needed.

NOTE: All models must sign a model release before they are photographed. Children under age 18 must have a model release signed by their parent or legal guardian. Animals must have a property release (I'm sorry, but legally pets are considered to be property) signed by their owner.

NAME	AGE	M	F	FAVORITE COLOR

**OCCASION:** Will these pictures document a special occasion or life event? (e.g. birthday, engagement, Bar Mitzvah, First Communion, graduation, anniversary, etc.) If so, describe it.

Date: \_\_\_ / \_\_\_ / \_\_\_      If shoot is to be at an event state Time: \_\_\_\_\_ Duration: \_\_\_\_\_

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**VENUE:** Where will these photos be taken: in your home, or office, or at a park or other location? Are permits required for professional photography at that site? Are there any entrance fees or similar charges? (If so, arrangements must be made beforehand, and this cost will be added to your invoice.) Are there any specific features you would like to include (e.g. the waterfall, the front door, etc.)

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**SCHEDULE:** Date and time to be coordinated with venue, photographer, and client. Note that outdoor shoots at midday (between 10 a.m. and 3 p.m.) may produce less pleasing results due to harsh shadows from overhead sun. "Golden hour" shoots (sunrise to 10 a.m. and 3 p.m. to sunset), however, produce some of the loveliest images. List possible dates and times below. Allow at least 2 hours.

Date: \_\_\_ / \_\_\_ / \_\_\_      Time: \_\_\_\_\_      Date: \_\_\_ / \_\_\_ / \_\_\_      Time: \_\_\_\_\_  
Date: \_\_\_ / \_\_\_ / \_\_\_      Time: \_\_\_\_\_      Date: \_\_\_ / \_\_\_ / \_\_\_      Time: \_\_\_\_\_

**HAIR and MAKEUP:** For a formal "do" you'll want an appointment with your hairdresser no more than a day before your photo session. For a more relaxed look, two or three days before should be fine. Even for a very casual shoot, you will want to give it that extra 100 strokes with the brush to make sure it's at its shiny best.

Your regular daily makeup will do nicely for all except an extreme fashion shoot. If you don't ordinarily wear makeup, just a bit of lipstick or gloss, and a touch of blush on the cheeks will make all the difference. You only want to enhance what you have naturally, to be the best version of you.

Beauty issues with hair, makeup, and body image are among the most difficult for people to discuss. I assure you, your photographer is in the business of making you look good. It is a real help if you confide your concerns ahead of time. Big zit on your chin? A strawberry mark that you hate? Carrying a few extra pounds? My general policy is: if it's temporary, like a pimple, I'll automatically remove it. If it's permanent, like a mole or birthmark, I'll leave it unless you ask me to take it off. I routinely soften lines and wrinkles and reduce or eliminate under-eye shadows. If you absolutely hate it, you shouldn't have to have it on your portrait. But keep in mind, I can only do so much. I can take off five or ten pounds in post-processing, but not fifty. So, which is your "good" side? And what else should I be aware of?

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**WARDROBE:** Clothing should be well fitted, with definite shoulders and waist. Too tight and it makes you look fat; too loose and it makes you look like you're hiding too much fat. Avoid checks, stripes, tiny prints, and shiny fabrics, as they do not photograph well. Best also to skip the tee shirts with slogans and cartoon characters--after all, *you* are the star of this show. Even hats and jewelry can require special photographic techniques, so describe your outfit in as much detail as possible. And keep it simple. Or let your photographer join you at the closet and help you choose.

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**STYLE:** Describe the style of photography you envision. Is it bold and colorful? Classic black and white? Pastels? Does it have a hint of vintage aged color shift? If you are not certain, look through magazines and clip out pictures you like most, or make a vision board on Pinterest to share with your photographer.

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**DECOR:** Tell me how you decorate your home now. Is it done in a particular style (e.g. French provincial, Danish modern, etc.) or is it an eclectic mix of styles? What colors are your walls, floors, carpet? Do you have pictures on your walls? What kind—framed snapshots, professional portraits, artist's paintings and drawings? What is on your shelves and coffee table—books, magazines, photo albums, figurines, house plants, memorabilia?

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How do you plan to display your new images in your home? Wall portraits? A gallery display? On a shelf or mantel? As a coffee-table album? In your living room? Bedroom? Hallway? Child's room?

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Are there existing framed works of art that we will need to coordinate with when choosing frames for your new portraits? Any special materials or treatments to existing works, such as metallic prints, prints on wood, etc.? Will you be adding these images to an existing gallery? If so, describe them.

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**WRAP IT UP: What questions would you like to ask?**

**Call me at 815-342-7958 and let's book your session now.**