

FILM FREE PHOTOGRAPHY

THINKING ABOUT COMPANY HEADSHOTS?

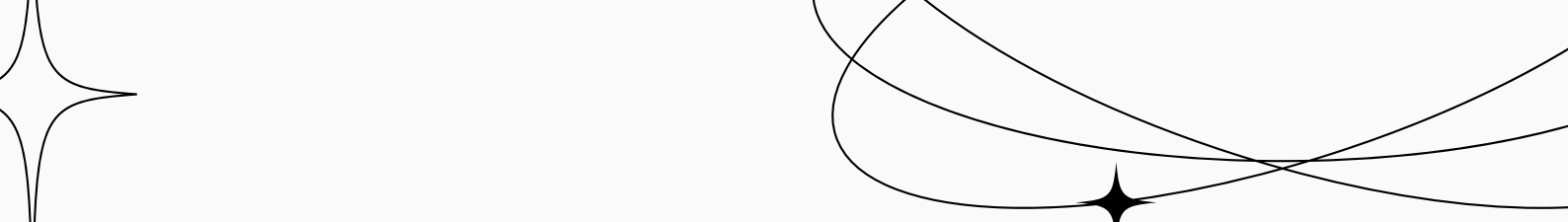


www.filmfreephoto.com



TABLE OF CONTENTS

1. The Package	03
2. Pre-Session Consultation	04
3. What To Wear	05
4. Requirements	06
5. On The Day	07
6. What Happens Next	08
7. FAQs	09



1. THE PACKAGE

Suitable for businesses or teams who want a package of individual and/or team shots of their workforce. Minimum team size of 6 people or one hour of photography.

We'll bring the studio to your premises. Each individual has a 10 minute photo session (6 people per hour); which can be timetabled to cause minimal disruption to your work day.

This package includes -

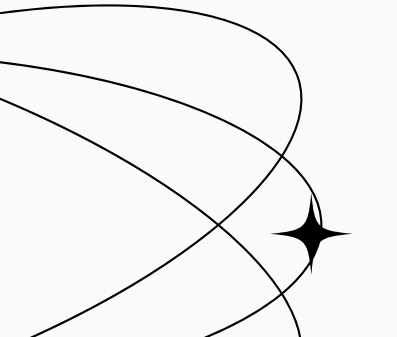
- 1 professionally retouched, high resolution digital image of each individual
- Group or team images on request
- Images provided via secure digital download
- Option to purchase additional digital images
- Exclusive access to the Loxley Colour printing service
- Print release to allow printing, sharing and publishing of the purchased images.

If you want to include group or team photographs please discuss this with us before booking.

£150

for up to 6 individuals (approx. one hour of photography - this does not include set up and pack down time); £25 for each additional individual or group.

This price is exclusive of any expenses; such as travel costs or parking charges.



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2. PRE-SESSION CONSULTATION

Beforehand we will have a discussion about the day; this can be done as a face-to-face chat, phone conversation or via email. We need this time to understand what style you want captured, decide what backdrop you would like, and any other details that will help us prepare for the day and deliver exactly what you need.



3. WHAT TO WEAR

If your staff usually wear a uniform, and this is what you want them to wear in the photos, then it's easy. Just make sure that the clothes are clean and pressed.

No uniform, then it is important that everyone wear something that they like and feel confident wearing. The aim of the headshots is to help your company make a connection with potential clients and represent the professionalism of the business.

Think classic business outfits. Plain, dull coloured tops make everyone look their best in photographs. Avoid fussy necklines and anything too revealing and restrict the bright colours and busy patterns to the accessories.

Unless they are conforming to company colours, business headshots tend to be shot against a plain white backdrop. Bear this in mind when planning your outfit. A white shirt against a white backdrop will cause you to disappear, but a jacket over the top is fine.

Finally, It is a good idea that individuals bring a few grooming items with them to work that day; a brush or comb at the absolute minimum.

If you are booking headshots on behalf of a company, please communicate this information to your staff before the day.



4. REQUIREMENTS

On the day we will need -

- A quiet area, at least 2m x 4m. A private space, like a meeting room, is ideal but not essential.
- The set up consists of a couple of flash lights, a reflector and a backdrop. We will 20 - 30 minutes to get the studio equipment set up.
- Although our equipment is all battery powered, a couple of plugs may be necessary for re-charging on long jobs.
- It is important that you check if anyone, or anyone else who might be affected by the flashes, has photosensitive epilepsy before the day.
- Our photographer will require a 10 minute break every couple of hours, and a meal break on jobs over 4 hours.



5. ON THE DAY

We recommend you prepare a schedule of people to be photographed in 10 increments (six per hour). This gives each person time to relax into the process, and acts as a buffer if people can't get away from an important task at their allotted time. These timings can be tightened if you have a large number of employees to cover within the time. It is best to make sure everyone knows when their slot is and where to be.

On arrival, please share this list with our photographer so they can keep track and correctly identify everyone when they arrive.

At the end of the session, packing up will take another 20 minutes.



6. WHAT HAPPENS NEXT



WITHIN 3 DAYS OF YOUR SESSION

All the proofs from the session will be uploaded to a private online gallery, separated into individual albums for each subject. The login information will be emailed to you along with instructions on how everyone can select their favourites. These proofs will be unedited, straight out of the camera. Any cropping, retouching and general tidying up, will only be done on the chosen images.



TIME TO CHOOSE

Share the login information with everyone so they can pick their favourite shot. We can monitor selections from our end but we may need you to give individuals a nudge if they are taking too long to decide.



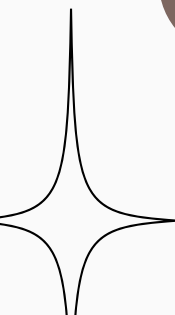
EDITING & DELIVERY

Once everyone has picked their favourites we can start the editing process. A standard Company Headshots package includes 1 digital image per person or group. If anyone wants to purchase any additional photos please get them to contact us directly. As soon as the images are finished they will be made available to download directly from the online gallery.



6 WEEKS FROM YOUR SESSION

Galleries remain online for 6 weeks from the date of the session. Please make sure that everyone has downloaded their photos, before the gallery expires.



7. FAQs

Can we share the photos?

Of course but only the finished images. You are not permitted to share any proof or unpurchased images.

Can I have the unedited RAW photos?

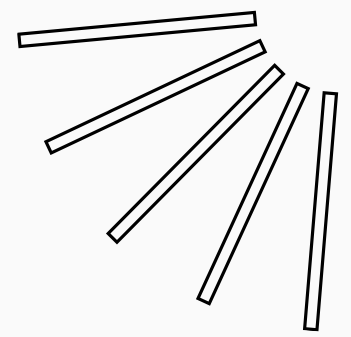
Unfortunately not. The quality of the photographs we deliver to our clients is extremely important to us; they represent our brand as much as they represent your company. With this in mind we can not allow images into the public domain which have not been approved by us.

How can I use the finished photos?

The finished images are yours to use as you see fit to promote your business, however you are not permitted to place any images for sale or directly profit from them in any way.

Can I get the photos printed?

Your private online gallery will give you the option to purchase prints from our printing partner, Loxley Colour. If you would prefer you can simply download the images and arrange for your own printing. However, Loxley Colour, are professional, competitively priced and quick with their delivery times. All digital downloads will be sent straight to your inbox.

A large, thin black oval frame. A small black dot is positioned on the upper left curve of the oval. A four-pointed star is positioned on the upper right curve of the oval.

Thank You

