



ANTHONY SAJDLER PHOTOGRAPHY

Corporate Headshot Session Guide

Visual content that captures innovation, builds trust, and promotes your brand

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Professional headshots are quick and straightforward, and a little preparation helps the session run smoothly while ensuring everyone looks their best.

In this guide, I explain how corporate headshot sessions typically work and how to prepare your team so the day runs efficiently. It also includes practical information for organisers arranging photography within their workplace.

I regularly photograph teams across Oxford and beyond, creating professional portraits suitable for websites, LinkedIn profiles, press features and marketing materials.





Preparing Your Team Clothing

Simple, well-fitted clothing tends to photograph best.

Good options include:

- solid colours
- jackets, blazers or smart layers
- subtle patterns or textures

Try to avoid:

- large logos
- strong patterns
- very bright colours that may distract from the face

If several people are being photographed, coordinating colours can help create a consistent set of images across your website or team profiles.



Background Options

The most commonly used backgrounds are:

- plain white
- light grey
- dark grey

If your organisation prefers a specific brand colour, I can often source this or adjust the background colour during editing.

I'm also happy to work with existing brand guidelines or advise on a style that will work well for your organisation.

Helping People Feel Comfortable

Many people feel slightly nervous about being photographed. I work in a relaxed and supportive way, guiding each person through simple poses and expressions so they feel comfortable in front of the camera. The aim is to create natural, confident portraits, even for those who do not enjoy being photographed.





Leadership Portraits and Group Photos

While photographing the team, many organisations also choose to include:

- leadership portraits
- small team photos
- group photographs

These can be taken either as natural images within the workplace or as more polished and posed portraits, depending on the style required.

Logistics for Headshot Sessions

Space

To set up my mobile studio, a minimum space of 3 × 3 metres will be sufficient.

Suitable locations include:

- meeting rooms
- reception or lobby areas
- quiet corners of open-plan offices

Natural daylight is always helpful, although the lighting setup works well in most indoor environments. Ideally, the space should be away from strong glare or direct sunlight. A nearby power supply is useful, but my studio lights are wireless.

Parking

I travel with professional photography equipment, so on-site parking nearby is helpful, where available. However, this is not essential and alternative arrangements can usually be made if needed.

Setup Time

The mobile studio typically takes 10–20 minutes to set up before the session begins.

Time Per Person

Headshot sessions are designed to be efficient. Typically, 3–5 minutes per person is enough to capture a strong selection of images. To keep things running smoothly, it helps if team members are ready and lined up for their session.



File Naming

I photograph tethered to a computer, allowing images to be reviewed immediately.

If a list of names is provided in advance, I can name the files using a Surname_Firstname format, making them easy to organise and upload to websites or internal systems.

Selecting Images

There are two simple options for selecting images.

Selection During the Session

For larger teams, the most efficient approach is to select the final image immediately after each person's session. This avoids the need for follow-up emails and helps the session move quickly.

Selection After the Shoot

Alternatively, I can send a proof gallery after the shoot so individuals can review and choose their preferred image before final editing.

Image Delivery

Final images are professionally edited and delivered through a secure online gallery as high-resolution JPEG files suitable for web, press and print use.

Headshots are typically photographed in landscape orientation, providing flexibility to crop for LinkedIn (circular profiles), as well as square or vertical formats for websites and marketing materials.

Portrait orientation can also be provided, particularly for head-and-shoulders or three-quarter length images. If you're unsure what format will work best, I'm happy to advise based on how the images will be used, and can capture a small variation of angles where helpful.



GET IN TOUCH.

Ready to collaborate? Let's discuss how we can visually represent your company's story.

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