



## **PREPARATION FOR YOUR HEADSHOT PHOTO SHOOT:**

Thank you for booking your headshot photo shoot with us, we appreciate your business! Here are some helpful notes for your photo session with us. Please arrive 15 minutes early as we usually have back-to-back clients booked. **IF YOU ARE SICK PLEASE LET US KNOW AND RESCHEDULE 24-48 hours in advance!**

### **PREPARATION FOR YOUR PHOTO SESSION**

1. If you or anyone in your household is currently sick, **please reschedule.**

#### **2. Important Things to Bring & Know:**

- Your wardrobe must be freshly washed, dried and steamed / ironed
- Lint Roller
- Hair Brushes
- Lip Balm
- Hair and Makeup Supplies i.e. hair spray, foundation, mascara etc. (only if YOU DO NOT have our Professional Hair & Makeup Stylist booked for your session)
- **NO CASH PAYMENTS**

### **PARKING**

We have a visitor parking lot in the back of our building (alley entrance). You must go through the alley behind the building to get to it. We are in *The Artiste Building at 2050 Scotia Street* - that is just off of Main St. and 5th Ave. Our Buzzer number is 168 and our Suite number is 507 on the 5th floor. This info is also on our Contact Page on our website [www.vancouverheadshotphotographer.ca](http://www.vancouverheadshotphotographer.ca)

## WARDROBE

Wardrobe is extremely important for your photo shoot! We do on average 4-6 looks / wardrobe changes, but bring more than that so we have options to choose the best from. The more you bring for options the better. Unless you're doing our **Two Look Photo Shoot** where we are only shooting two wardrobe changes, bring maybe 3 or 4 options to choose from. Please make sure your clothes are washed and ironed! We do have a clothing steamer and will steam your wardrobe to get out any wrinkles from packing or travelling.

## WARDROBE DONT'S

- NO STAINS - clean wardrobe only
- No Logos, Graphics or Busy Patterns. Solid colours work best
- No neon or bright reflective clothing
- Shirts that are SEE THROUGH
- BULKY CLOTHING
- Transitional glasses, make sure they are a regular lens or just bring frames with no lens
- Don't just bring blacks, greys and whites! You need colour too!

## ACTORS

The best place to get character wardrobe ideas for your acting headshots is by watching your favourite TV Shows/Movies and researching what lead roles wear. Especially the type of characters you are trying to brand yourself as playing. Bring clothes you feel good in and colours/styles you love to wear. Bring us plenty of options to do a wardrobe consult with you and pick out the best looks/outfits. If you need more help, have a look through our headshot galleries and see what works.

Think about the character types that you will be going to auditions and cast for and match the wardrobe for those character type looks. If you have an agent please talk to them about looks that they may want done during this headshot session.

## EXAMPLES OF POPULAR CHARACTER LOOKS TO WEAR WARDROBE FOR

**Girl next door, nice guy, tough guy/girl, punk, jock, nerd, cute girl, sexy/hot girl, hot guy, business man, college guy/girl, gangster, doctor, nurse, lawyer, cop, security guard, sci-fi, mom, dad, grandma, grandpa, uncle/aunt, best friend etc. (discuss with your talent agent!):** Please bring solid coloured tops, from dark tones to bright tones (black, grey, blue, pink, green, red, grey, orange etc.). A variety of different styled top such as button up shirts, dress shirts, t-shirts, tank tops, one piece dresses. **No logos or busy patterns or graphics.**

**Women:** PLEASE make sure you bring proper matching undergarments, this is to avoid seeing the colour of the bra through your top (many tops these days are very sheer - for example a client brings a white shirt but only has a pink bra, make sure you bring undergarments that don't see through the top that your wearing!!!).

**So it's good to bring a black, white and nude bra if you have.**

**Jackets:** Jackets are great for looks such as a sports jacket, suit jacket, leather jackets, jean jackets etc. Again, solid colours i.e. black brown and navy.

**Bottoms:** A pair of jeans can be worn for the shoot as we only shoot as low as the belt line. No need to bring a variety of shoes.

## HAIR AND MAKEUP

If you are not having your hair or makeup done professionally by our staff, please make sure you keep it natural, easy on the eye liner and eye shadow. Use a good foundation. Keep your lipstick of a light or medium tone, nothing too bright or crazy! We have a variety of hair sprays at our studio for touch ups.

## GUYS & SHAVING

Guys you are more than welcome to bring your shave kit if you want to do a facial hair look then shave for a cleaner cut look.

**WE HAVE A STEAMER AT OUR STUDIO** so don't worry if your clothes get wrinkled in your bag or suitcase.

## PAYMENT METHODS

We accept everything **BUT DEBIT + CASH!** We take Visa, MasterCard, AMEX, Cheque and e-Transfer. GST applies to all of our photo packages. Payment is made at the end of your photo shoot session.

## WASHROOM & KITCHEN

We have a full service washroom and kitchen for your comfort! Coffee, tea and water is also available.

## PET ALLERGIES

We have a studio cat, so if your allergic please take an antihistamine before coming, we keep the studio very clean and we do not have carpet!!!

## YOUR PHOTOS

- All unedited photos will be sent to you via a viewing gallery link to select the ones you wish to have edited
- Your edited selections will be sent back to you for downloading in both low resolution for web use and high resolution for print use
- Extra Edits are \$50 for two images and \$75 for 4
- All Images in High Resolution Unedited \$125

## CANCELLATION POLICY/BOOKING DEPOSITS/RESCHEDULING

All appointments require a booking deposit of \$50 that will be taken off your final invoice total. We require at least 72 hours notice of cancellation, if less notice is given there is a mandatory \$50 Fee. We require 72 hours for appointments that have requested to be rescheduled otherwise there is a \$50 fee. **Booking deposits are non-refundable.**

## REFUND POLICY

We do not issue refunds for hair and makeup and for photo shoots where you can't find 2-4 images that you like for editing refunds of 50% can be given. Refunds must be asked for within 2 weeks of receiving your photos. Refunds will not be issued after photo selections have been made and edited. Refunds are not issued based on your talent agents opinion of the photo shoot.

All refund requests must be made no later than 30 days from the time of purchase. Refund requests made after 30 days of purchase will no longer be able to be processed.

## INCLUSIVITY POLICY

Our photo studio is a proud safe space for all people. We as people and a company strive to stand up for everyone, and to stand up against all forms of hate, fear and discrimination. We believe in equality for all, regardless of race, gender, sex, mental health and physical ability. We support the full rights and inclusion of BIPOC & LGBTQIA people. There is zero tolerance when it comes to any hateful or abusive behaviour to us or our clients.

## RIGHT TO REFUSE POLICY

We have the right to refuse service to anyone who is under the influence of drugs or alcohol, poses a threat to our team, behaves inappropriately, is rude or abusive or makes any of our team feel uncomfortable.

## LATE POLICY

As mentioned in our email appointment reminder, it's very important to arrive 15 min early to get settled i.e. hang up wardrobe, steam wardrobe, fill out our client intake form and have a consultation. Arrivals more than 15 min late can result in their appointment time being shortened and us unable to complete the allocated amounts of looks for you. We generally have clients booked back to back all day so being late can negatively affect your session. There will still be a full charge for the appointment you booked.

## PRIVACY POLICY

Your information is used to help us maintain and improve your experience and communication with us, send you important messages regarding your photoshoot as well as marketing communications such as current promos and special offers. We do not share your information with any third parties.

**DISCLAIMER NOTICE:** Since we opened over 15 years ago, all photoshoots are done with the photographer and a photo studio assistant and/or a hair and makeup present at all times for all sessions. The photographer never works alone with clients and always with the Vancouver Headshots Team. At times there is also our photo editor/assistant in the studio as well all day during sessions. Parents and/or Guardians must be present with all clients under the age of 18, there are no exception to this. Thank you.

Thanks and we will see you the day of your photo shoot!

### **The Staff at Ian Redd Headshots Photography Studio**

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