
PORTRAIT CHECKLIST

CAMERA GEAR

- ☐ Camera, backup camera, and lenses
- ☐ Extension tubes
- ☐ Extra charged batteries
- ☐ Wide and telephoto lenses
- ☐ Extra empty memory cards
- ☐ Grey card/White balance tool
- ☐ Tripod or monopod

LIGHTING GEAR

- ☐ Flash and flash modifiers
- ☐ Wireless flash trigger and extra batteries
- ☐ Colored gels
- ☐ Light stand and sandbags
- ☐ Reflector/diffusor

OTHER GEAR

- ☐ Step stool or apple box
- ☐ Fog machine
- ☐ Bench
- ☐ Bobby pins and clips
- ☐ Puppet
- ☐ Blanket (neutral color)
- ☐ Bribe box (candy, toys, etc.)
- ☐ Tissues and wet wipes
- ☐ First aid kit
- ☐ Stool
- ☐ Tissues and wet wipes
- ☐ Wagon or backpack
- ☐ Pop-up changing tent
- ☐ Bug spray
- ☐ Contracts & model releases
- ☐ Smartphone & USB charger

BEFORE THE SHOOT

- ☐ Consultation & questionnaires are finished
- ☐ Weather forecast is acceptable or use backup spot
- ☐ You both know directions, travel time & parking
- ☐ Location scouting is done & you have permits
- ☐ Camera settings, including JPG or raw
- ☐ Test shot with the camera & flash
- ☐ Client understands wardrobe requirements
- ☐ Hair, makeup & grooming are planned

DURING THE SHOOT

- ☐ Build a relationship with the client
- ☐ Help the client relax and laugh
- ☐ Provide constant positive feedback
- ☐ Constantly communicate with client
- ☐ The light is flattering & matches the mood
- ☐ There are no ugly shadows
- ☐ There are no background distractions
- ☐ The client separated from the background with brightness, color, or background blur
- ☐ There are no stray objects at the edges
- ☐ There is room to crop
- ☐ You are cropping between joints
- ☐ The pose looks comfortable & natural
- ☐ Joints are bent slightly
- ☐ Fingers are positioned deliberately
- ☐ Clothes are not wrinkled or baggy
- ☐ Remove hair ties from wrists
- ☐ The pose is not causing a double chin
- ☐ The pose shows a flattering body shape
- ☐ Hair has light & background separation
- ☐ There are no stray hairs or fur
- ☐ The makeup is perfect
- ☐ There is a catchlight in the eyes
- ☐ There is no glare on the glasses
- ☐ The client is giving natural expressions
- ☐ Your shutter speed, aperture & ISO are ideal
- ☐ Your histogram & white balance are ideal
- ☐ Depth-of-field has all clients in focus
- ☐ Shoot vertical, horizontal, and square
- ☐ The client is happy with a set of photos

ENDING THE SHOOT

- ☐ Leave the client feeling great
- ☐ Set expectation for receiving photos
- ☐ Share the shoot on social media
- ☐ Gather all your gear
- ☐ Backup card stored separately from camera
- ☐ Recharge your batteries
- ☐ Clean equipment & sensor if needed
- ☐ Reset camera settings to your most used