Portrait Session Planning Worksheet

Print one per shoot. Fill in pages 1–2 before the session and page 3 straight after.

SESSION BRIEF

Client / subject: _____ Date: _____

Location: _____ Start time: _____

Purpose of photos: _____ Sunset / light time: _____

Contact number: _____ Session length: _____

MOOD AND STYLE (TICK ALL THAT FIT)

- ☐ Relaxed
- ☐ Confident
- ☐ Playful
- ☐ Moody
- ☐ Professional
- ☐ Romantic
- ☐ Editorial
- ☐ Natural

WARDROBE AND PROPS

THINGS THE SUBJECT IS SELF-CONSCIOUS ABOUT (ASK KINDLY)

REFERENCE IDEAS — SKETCH OR NOTE SHOTS YOU LIKE

GEAR CHECKLIST

- ☐ Camera + charged batteries
- ☐ Formatted memory cards
- ☐ Flash or LED + stand
- ☐ Clips, comb, lint roller
- ☐ Portrait lens (50–85mm)
- ☐ Reflector (white / silver)
- ☐ Diffuser / scrim
- ☐ Water + snacks

Pose and Lighting Planner

Plan 6–8 setups. Use the guide's ten poses and expression prompts as a starting point.

#	Pose (sketch or name)	Expression prompt	Light setup	Settings (f / s / ISO)
1			Window Shade Golden hr Reflector Flash LED	
2			Window Shade Golden hr Reflector Flash LED	
3			Window Shade Golden hr Reflector Flash LED	
4			Window Shade Golden hr Reflector Flash LED	
5			Window Shade Golden hr Reflector Flash LED	
6			Window Shade Golden hr Reflector Flash LED	
7			Window Shade Golden hr Reflector Flash LED	
8			Window Shade Golden hr Reflector Flash LED	

Tip: start with the easiest pose so the subject warms up, and save close-ups for when they feel relaxed.

Session Notes and Review

Jot notes during breaks, then review within 24 hours while it's fresh.

LIGHT ON THE DAY

Weather / sky: _____ Light direction: _____

White balance: _____ Changes made: _____

NOTES DURING THE SESSION

BEST MOMENTS — FRAME NUMBERS TO CHECK FIRST

WHAT WORKED

WHAT TO CHANGE NEXT TIME

RATE YOURSELF (1 = NEEDS WORK, 5 = NAILED IT)

Directing and prompts	1	2	3	4	5
Lighting	1	2	3	4	5
Focus on the eyes	1	2	3	4	5
Background choice	1	2	3	4	5
Subject comfort	1	2	3	4	5

DELIVERY

Images promised: _____ Delivery date: _____

☐ Backed up (2 copies) ☐ Culled ☐ Edited ☐ Delivered