

Schwab Professional
Portrait Program
Packet for
Orange Photography

charles
SCHWAB

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Own your tomorrow.

Professional Portrait Program

Orange Photography Guidelines for Schwab Portrait Sessions

Thank you for providing photography services to our employees! We have strict parameters for our employee portraits, so, before you begin the session, please carefully review our requirements below and contact portraits@schwab.com with any questions.

Background, Lighting & Camera Orientation

- Use a white seamless background.
- Use professional lights to create a classic portrait lighting pattern with no strong shadows or blown highlights on the subject.
- Orient the camera **vertically**.

Posing, Composition & Tone



- Pose the subject with arms at sides. **Images with hands on hips or crossed arms will be rejected.**
- Photograph the subject from the waist up, **not full length**.
- Photograph the subject at eye level, and have them turn their shoulders. No mug shots.
- Frame the subject like the image at left: waist up, with space on either side of the body and above the head. **Images that crop into the arms will be rejected.**
- Direct the subject to convey a professional, friendly and approachable tone.

File Size, Format & Handling Requirements

- Image(s) must be uncropped and unretouched.
 - Schwab retouches all portraits in house. Any adjustments to incoming images must be basic.
 - Name each image file "**Lastname_Firstname**" with the individual subject's full name.
 - Send all files from the session in to your producer via the online gallery they specify.
 - Upload the subject's selected images into a separate online gallery.
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