

### **General Tips for Dress and Grooming:**

- Dress as you would for a meeting with an important client, prospect, or court.
- Avoid wearing strongly patterned, striped, or checked clothing. (Light stripes or subtle prints are fine if they coordinate with the outfit.)
- Avoid white or very light colors, unless they are worn under a dark jacket / cardigan.
- Avoid large pieces of jewelry (unless that is part of your personal “brand”).
- Prior to your photo shoot, discuss any concerns about appearance with the photographer. The photographer will be able to advise on how the retouching process can help with hair, skin, shadows, discoloration, scars, wrinkles etc.
- If you normally wear glasses but prefer a portrait without them, discuss this with the photographer before he begins shooting. If you do wear your glasses, you may notice glass glare in the proofs that you review immediately after your session. Discuss this with your photographer. He/she will be able to take a photo of you without your glasses and the photography team will remove the glass glare from your selected portrait using that photo.
- Style your hair as you normally would for work.

### **Tips for Men:**

- Men must wear a tie. Wear whatever tie you would normally with the suit that you are wearing. However, if you have any questions, please feel free to bring along a couple of other tie options and ask the photographer’s opinion.
- Straight collar shirts photograph better than button-down collars.
- Men are encouraged to be clean shaven or have a well-manicured beard / facial hair.

### **Tips for women:**

- If you use make-up, you should wear the makeup you normally wear as you would for a meeting with an important client, prospect, or court.
- You may want to bring makeup with you for last-minute touch ups.
- Wear clothing with an appropriate business neckline.