

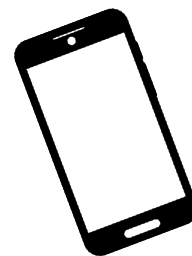
Professional Headshot

HOW TO GUIDE

As an FPG team member, you are a reflection of our values, beliefs, and corporate brand. An easy way to make a positive first impression is with a professional headshot featured on your name badge or in your email signature. Follow the tips below to get started!

What You'll Need:

1. A high-quality camera or cellphone (Above iPhone 8 or Samsung Galaxy 9 Capabilities)
2. An eye-level tripod or a teammate to capture the photo
3. A well-lit location
4. A blank wall to stand in front of



Best Practices:

1. Sit or stand with straight posture, shoulders and face looking square at the camera
2. The person taking the photo should be a little more than an arms-length away from the subject
3. The camera should be in portrait mode (vertical), and should be able to see the subject's upper torso with an inch or so space above their head and on their sides
4. Don't take the photo at an angle, but instead eye-level with the subject
5. Wear FPG Logo'd Uniform

Tips:

1. Look your best; clean uniform, styled hair, confident stance
2. Look at yourself in the mirror right before the photo
3. Smile!
4. Take 2-3 shots to make sure you get a good one
5. Take new headshots annually



Please reach out to the marketing department with any questions you might have!