All individuals featured on the A&M website require a headshot for their bio page. SDs, MDs, and select key contacts such as Senior Advisers are typically featured on the website. Other employees not on the website are not required to have their headshot taken, but can with SBU head approval. Below are instructions on how to get your headshot taken for the website via your local office.

**HOW TO GET A PHOTO TAKEN**

Global marketing organizes headshot sessions for Managing Directors and Senior Directors based in or visiting the New York area. If you plan to be in New York, please contact Barbara Brennan (bbrennan@alvarezandmarsal.com) to set up a headshot session. Employees below the MD/SD level must get SBU head approval first before requesting a photo.

Outside of NY, please contact your local office manager/EA to arrange a headshot session in your office.

\*Please note – all headshots will be billed back to your SBU. **Depending on your local photographer’s cancelation policy, no-shows and photo re-takes may also be billed to your SBU.**

**PHOTO SELECTION**

Once you’ve selected your photo and it’s been retouched by your photographer, please submit the original high res file (minimum 7” x 5", 300 dpi JPEG) to the marketing team via the instructions below.

Please name your photo file "alvarezmarsal-firstinitiallastname".

Email photos to: [gcphotos@alvarezandmarsal.com](mailto:gcphotos@alvarezandmarsal.com)

Please allow a week for your photo to be uploaded.

**PHOTO SPECIFICATIONS <please provide these to your photographer directly>**

Photographers should be prepared to conduct test shoots in order to determine best depth and lighting before conducting any official A&M photo shoots. Please contact Cameron Watson, Creative Director, for art direction and to setup initial conversation and review of test shots at [cwatson@alvarezandmarsal.com](mailto:cwatson@alvarezandmarsal.com).

*Background:*

Savage #09 Stone Gray, or #01 Super white, 107" x 36’

If the setup allows a depth of 10’ or more from the background to subject, then use of Super white is allowed as the background will naturally fall to grey without shadowing or vignetting.

If depth of field is less than 9’ from subject, please use Stone grey background and light accordingly so background appears grey but evenly lit with little to no vignetting.

*Lighting*:

Key light (main), Fill light, Background light (on seamless – intensity dependent on depth/shadowing), hair light (when there is hair). Photos should appear natural and well-lit from the front, but with an obvious light source - please maintain natural shadows on subject – no even shadow-less beauty shots.

*Dress:*

Business attire, no loud patterns, overly bright colors and no large stripes preferred (small pinstripes can be ok).

*Composition:*

Full shoulder width with background preferably shot in wider format (landscape) cropped above the waist. Subjects can be posed through 120 degrees of movement from 3/4 shoulder to shoulder, left to right, including straight-on, centered stance.

*File:*

Minimum 7” x 5", 300 dpi JPEG

**SAMPLE PHOTOS**

Layout on website example:







