|  |  |  |  |
| --- | --- | --- | --- |
| **CONTACT** |  |  |  |
| Names | Your Name (Bride or Groom) | Your Name (Bride or Groom) |  | **EVENT DATE**: |
| Cell  |       |       |  | Sunday, December 31, 2028 |
| Email |       |       |  | **EVENT PLANNER:**  |
| ER Contact | Planner Jane Smith | Best Man Jim |  | Jane Smith |
| ER Contact Cell |       |       |  | 773-345-000 |
|  |  |  |  |
| **NUMBERS** |  |  |  |
| Nº of Guests: **100** | Nº in Wedding Party: **8** | Nº of Wedding Party Children: **0** | Sunset Time: **8:00 PM** |
|  |  |  |  |
| **LOCATIONS** | *Start Time* |  | *Please provide complete address with zip code* |
| Getting Ready I |  | **Venue**, Address |
| Getting Ready II |  | **Venue**, Address |
| Portraits *(before ceremony)* |  | **Venue**, Address |
| Ceremony |  | **Venue**, Address |
| Portraits *(after ceremony)* |  | **Venue**, Address |
|  |  | **Venue**, Address |
| Reception |  | **Venue**, Address |
| Other |  | **Venue**, Address |
|  |  |  |  |
| **QUESTIONS + ANSWERS** *please check all that apply and answer…* |
| [ ]  Yes! It’s ok to film while I get dressed [ ]  Yes! We’re doing a first look before the ceremony[ ]  We want all our formal portraits taken BEFORE the ceremony[ ]  We will NOT see each other before the ceremony[ ]  Yes, we have sensitive family situations (divorces, deaths, etc.) that may affect portraits.       | [ ]  We want to do a Wedding Party Photo Tour BEFORE ceremony[ ]  We want to do a Wedding Party Photo Tour AFTER ceremony[ ]  At the reception we’re having a DJ [ ]  live band [ ] [ ]  Yes, if needed, we may add overtime. [ ]  We will NOT add overtime. |
| **How are you travelling between the getting ready and ceremony?**      **What religion, if any, will your ceremony celebrate?**      **Where do you plan on waiting before the ceremony starts?**     **Are there any photo ceremony restrictions?**      **Are you being escorted into the ceremony? If yes, by who?**     **During the procession, will your party walk in together, meet halfway or meet at the altar area?**       | **Will you exit the ceremony site immediately following the recession?**      **Do you have unique ceremony rituals or surprises planned?**     **Do you have a special exit after the ceremony planned?**      **How will you be travelling from ceremony to reception?**     **Is there room for our team on your transportation all day?**      **Are there any special details at the Reception or décor?**      |
| **Please put the following elements of our photography coverage in order 1-6 (1 most important to you):** |
|       Candid, Journalistic Images      Fine Art Images      Casual, Fun Portraits of Wedding Party & Family |       Formal Portraits      Details, rooms and environment Images      Images of Guests |
| **What are your goals for your photography and cinematography coverage—what’s most important to you?**     **Is there anything else about your wedding party, family relationships, or plans you’d like to share with us?**      |
| **PORTRAITS**Our goal is to make your formal family portraits enjoyable and *efficient*. Please help us and…* Check the portraits you would like us to capture—anything without check will NOT be captured.
* Write the first names of every subject in each portrait you’d like captured. *Example:“*Couple with Parents: Alex & Chris, *Nancy, Jim”*
* Add any other portraits you would like under *Other Requests*.
* Pro Tip: Please assign a portrait assistant from each family side to help assemble family members during portraits!
* Pro Tip: Each pose should be separate request with checkbox—even if you’re simply adding in one person to a group.
 |
| ***The portraits below will take place…*** |
| Where:      | When:       | Notes:       |
| **Couple**[ ]  Couple with Officiant: Alex & Chris, Pastor Ellen[ ]  The Couple: Alex & Chris[ ]  Bride or Groom Portrait: Chris[ ]  Bride or Groom Portrait: Alex |
|  |  |
| **Family Side I** [ ]  Couple with Parents:      [ ]  Couple with Parents:      [ ]  Couple with Parents + Siblings:      [ ]  Couple with Extended Family:      [ ]  Couple with All Parents:      [ ]  Couple with Grandparents      [ ]       [ ]       **Family Side II**[ ]  Couple with Parents:      [ ]  Couple with Parents:      [ ]  Couple with Parents + Siblings:      [ ]  Couple with Extended Family:      [ ]  Couple with All Parents:      [ ]  Couple with Grandparents      [ ]       [ ]        |
| **Wedding Party**  |  |
| [ ]  Couple with Entire Wedding Party      [ ]  Couple with Wedding Party + Kids      [ ]  Couple with Kids      [ ]  Bride or Groom + attendants      [ ]  Bride or Groom + individuals      [ ]  Bride or Groom + attendants      [ ]  Bride or Groom + individuals       |
| **Other Requests** |  |
| [ ]       [ ]       [ ]       [ ]       [ ]       [ ]       [ ]       [ ]       [ ]       [ ]        |
| **TIMELINE**Please fill in the time for each element listed that’s applicable to your plans. Kindly ignore the right column and any rows with grey shading. The studio uses this space for notes during our planning consultation. |
| TEAM START |  |  |  |
| TEAM END |  |  |  |
| **GETTING READY** |  |  | Studio Notes |
| Getting Ready I Start |  |  |  |
| *Dressing* |  |  |  |
| Getting Ready II Start |  |  |  |
| *Dressing* |  |  |  |
| Couple First Look |  |  |  |
| Portraits *(before ceremony)* |  |  |  |
| *Weather Backup Plan* |  |  |  |
| Leave for Ceremony |  |  |  |
| **CEREMONY** |  |  |  |
| Arrival Time |  |  |  |
| Start Time |  |  |  |
| End Time |  |  |  |
| *Special Ceremony Exit* |  |  |  |
| *Weather Backup Plan* |  |  |  |
| Portraits *(after ceremony)* |  |  |  |
| *Weather Backup Plan* |  |  |  |
| Other *(after ceremony)* |  |  |  |
| *Weather Backup Plan* |  |  |  |
| **RECEPTION** |  |  |  |
| Cocktail Hour  |  |  |  |
| Couple Arrival Time |  |  |  |
| Guests Seated |  |  |  |
| Introductions |  |  |  |
| Welcome or Blessing |  |  |  |
| Entrée Served |  |  |  |
| Toasts |  |  |  |
| Cake Cutting |  |  |  |
| First Dance |  |  |  |
| Parent Dances |  |  |  |
| Flower Toss |  |  |  |
| Other Special Event |  |  |  |
| Other Special Event |  |  |  |
| Couple Night Shots |  |  |  |
| **THE END** |  |  |  |
| Getting Ready  | * Dress, shoes, jewelry
* Florals
 | * Suit, cufflinks, shoes, ties
* Rings
 |
| Ceremony | * Ceremony exteriors and signs
* Ceremony overalls
* Program
 | * Details and florals
* Seating décor
* Candles and altar area items
 |
| Reception  | * Cocktail area overalls
* Reception area overalls
* Escort table, seating map, table numbers
* Floral designs and décor
 | * Tables and menus
* Exteriors
* Cake and dessert tables
* Favors and gift table
 |
| **STUDIO NOTES** | **START** | **END** |  |
| Photo Team |       |       | Name // Cell |
| Video Team  |  |  | Name // Cell |
| Transportation  |  |  |       |
| Team Time Sync  |  |  | *Sync to Time.gov and studio capture settings* |
| Team Check-In |  |  | *Text @ Arrival* |
| Overtime Rate |  |  | $**/ 30 minutes (before 12am)** |
| Attire Notes |  |  | *Artisan Formal* |
| Team Meal Restrictions |  |  |  |
| **VIPs**Your VIP vendors and family members are important to us! We like to know who we’re working with before the event whenever possible—share as much or as little here as you wish.  |
| Wedding Planner:       | Ceremony:       |
| Cinematography:       | Reception:       |
| Hair:       | Officiant:       |
| Make-up:       | Musicians or DJ:       |
| Cake:       | Dress Designer:       |
| Florals:       | Shoe Designer:       |
| Caterer:       | Suit Designer:       |
| Invitations:       | Ring Designer:       |
| Lighting Design:       | Attendant Attire :       |
| Other:       | Other:       |
| **VIDEO EDIT MUSIC** **How?** We’re members of *Musicbed*—an online music library that allows us to legally license copyrighted music for your wedding video edit. We will only use licensed music in our edits.**Where?** We’ve curated a list designed especially for video editing pace that you may select music from online. Go to the list below and select your favorites or pick any music inside Musicbed. You can create a free account, select favorites and make a project list if you’d like. *You do NOT download or pay for anything from Musicbed.***Our Music List***:*[**http://bit.ly/videomusicbed**](http://bit.ly/2021videomusicbed)**When?** **Music selections are due with your Wedding Planner prior to your wedding.** This is bold because it’s important. Our editing team is contracted based on your date and scheduled to start the process of your custom edit just a few days after your wedding. If we don’t receive your music selections before the wedding, **our editing team will select the music for you**. Keep in mind any music revisions after we select music in this situation are subject to re-editing fees based on our current fee schedule. We want you to *love* your wedding video —please submit your music choices now!**How many songs?** Please see number of songs to select below based on your video collection.

|  |  |  |
| --- | --- | --- |
| **Your Collection** | **Edit Minutes** | **No. of Songs** |
| Video I  | 3-5 | 2-3 |
| Video II  | 3-5 | 2-3 |
| Extended Edit | 6-8 | 4-5 |

Please list your song selections (include song title and artist from our curated list). Place them in order of priority with #1 being your favorite as they may not all be used. Thank you!1.
2.
3.
4.
5.

Notes for video editing team (if any):       |