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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CONTACT** | | | |  | | | | | | | | | | | | | | |  |  | |
| Names | Your Name (Bride or Groom) | | | | | | | | | | | Your Name (Bride or Groom) | | | | | |  | **EVENT DATE**: | | |
| Cell |  | | | | | | | | | | |  | | | | | |  | Saturday, December 31, 2022 | | |
| 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 | | | | | | | | | | | | | | |
| Reception | |  | | | | | **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  Yes, we are having a DJ at the reception.  Yes, we are having a live band at the reception.  Yes, if needed, we may add overtime.  No, we will NOT add overtime. | | | | | | | | |
| **How are you travelling between the getting ready and ceremony?**    **What is the planned ceremony length (minutes)?**    **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        Details, rooms and environment Images        Images of Guests        Formal Portraits  **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 *Portrait 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. | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **Couple** | | | | | | | | | | | | | | | | | | | | |
| The Couple: Alex & Chris | | | | | | | | | | | | | | Couple with Officiant: Alex & Chris, Pastor Ellen | | | | | | |
| Bride or Groom Portrait: Chris | | | | | | | | | | | | | | Bride or Groom Portrait: Alex | | | | | | |
|  | | | | | | | | | | | | | |  | | | | | | |
| **Family Side I** | | | | | | | | | | | | | | **Family Side II** | | | | | | |
| Couple with Parents: | | | | | | | | | | | | | | Couple with Parents: | | | | | | |
| Couple with Parents: | | | | | | | | | | | | | | Couple with Parents: | | | | | | |
| Couple with Parents + Siblings: | | | | | | | | | | | | | | Couple with Parents + Siblings: | | | | | | |
| Couple with Extended Family: | | | | | | | | | | | | | | Couple with Extended Family: | | | | | | |
| Couple with Both Parents: | | | | | | | | | | | | | | Couple with Both Parents | | | | | | |
| Couple with Grandparents | | | | | | | | | | | | | | Couple with Grandparents | | | | | | |
|  | | | | | | | | | | | | | |  | | | | | | |
| **Wedding Party** | | | | | | | | | | | | | |  | | | | | | |
| Couple with Entire Wedding Party | | | | | | | | | | | | | | Couple with Wedding Party + Kids | | | | | | |
| Couple with Kids | | | | | | | | | | | | | | Couple with Kids | | | | | | |
| Bride or Groom + attendants | | | | | | | | | | | | | | Bride or Groom + attendants | | | | | | |
| Bride or Groom + individuals | | | | | | | | | | | | | | Bride or Groom + individuals | | | | | | |
|  | | | | | | | | | | | | | |  | | | | | | |
| **Other Requests** | | | | | | | | | | | | | |  | | | | | | |
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| **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 MEET | | | | |  | |  | | |  | | | | | | | | | | | |
| TEAM START | | | | |  | |  | | |  | | | | | | | | | | | |
| **GETTING READY** | | | | |  | |  | | | | *Studio Notes* | | | | | | | | | | |
| Getting Ready I Start | | | | |  | |  | | | |  | | | | | | | | | | |
| *Dressing* | | | | |  | |  | | | |  | | | | | | | | | | |
| Getting Ready II Start | | | | |  | |  | | | |  | | | | | | | | | | |
| *Dressing* | | | | |  | |  | | | |  | | | | | | | | | | |
| Couple First Look | | | | |  | |  | | | |  | | | | | | | | | | |
| Portraits *(before ceremony)* | | | | |  | |  | | | |  | | | | | | | | | | |
| *Weather Backup Plan* | | | | |  | |  | | | |  | | | | | | | | | | |
| **CEREMONY** | | | | |  | |  | | | |  | | | | | | | | | | |
| Arrival Time | | | | |  | |  | | | |  | | | | | | | | | | |
| Start Time | | | | |  | |  | | | |  | | | | | | | | | | |
| End Time | | | | |  | |  | | | |  | | | | | | | | | | |
| *Special Ceremony Exit* | | | | |  | |  | | | |  | | | | | | | | | | |
| *Weather Backup Plan* | | | | |  | |  | | | |  | | | | | | | | | | |
| Portraits *(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 | | | | |  | |  | | | |  | | | | | | | | | | |
| Planned Exit | | | | |  | |  | | | |  | | | | | | | | | | |
| **TEAM 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 | | | | |
| **TEAM INFO** | | **START** | | | | **END** | | |  | | | | | | | | | | | | |
| Photo Team | |  | | | |  | | | Name // Cell | | | | | | | | | | | | |
| Video Team | |  | | | |  | | | Name // Cell | | | | | | | | | | | | |
| Transportation | |  | | | |  | | |  | | | | | | | | | | | | |
| Team Time Sync | |  | | | |  | | | *Sync to Time.gov and all body capture settings* | | | | | | | | | | | | |
| Team Check-In | |  | | | |  | | | *Text Studio @ Arrival* | | | | | | | | | | | | |
| Overtime Rate | |  | | | |  | | | $**/ hour** | | | | | | | | | | | | |
| Attire Notes | |  | | | |  | | | *Artisan Formal with Mask Required* | | | | | | | | | | | | |
| 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/2021videomusicbed**](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. They’re 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 contracted video level.   |  |  |  | | --- | --- | --- | | **Your Contract Level** | **Edit Minutes** | **No. of Songs** | | Video I / Simple Edit | 3-5 | 2-3 | | Video II / Custom Edit | 3-5 | 2-3 | | Extended Edit | 6-8 | 4-5 |   What are your song selections (include song title and artist from our curated list). Please place them in order of priority with #1 being your favorite as they may not all be used:          Notes for video editing team (if any): Meals Please order meals for the total number of team members documenting your event. We recommend the team meal break occur *during your meal* to avoid conflicts with important event coverage. What Happens Next?After you complete The Wedding Planner, return it to the studio via email. Once we receive this document from you, we’ll be in touch to review what you’ve shared and ask any questions we may have. We organize the information for you and our team from there. After that, we’ll see you on your Big Day!You can expect your wedding photo portfolio to arrive via email approximately 4-8 weeks after your wedding. For video, expect your preview 8-12 weeks after the wedding. Please know, our turn-around times are based on delivering high-quality work and it simply takes time—we always aim for fast portfolio delivery but the average time can vary throughout our year.Finally, please know we give you the team’s cell phone numbers for coordination for the wedding day only. We kindly ask if you have any follow-up questions after the wedding or want to inquire about when your portfolio or edits will be ready, please contact us directly at (877) 227-9333. All editing and production is managed in-house so our team has no information to share after the wedding—but we do in the studio and we’re very happy to help you! | | | | | | | | | | | | | | | | | | | | | |