



## Photo / Video Planning Form

This questionnaire is used for both photography and videography. If there are items here that don't apply to your service please just leave them blank.

**Bride's Full Name**

**Groom's Full Name**

**Will our shooter(s) be traveling to multiple locations?**

Yes  No

Please calculate travel times to each different location listed before submitting this questionnaire. We will add at least 25% more time for travel when we send out your final timeline. This accounts for traffic, parking, setup upon arrival, etc...

**Please list all photo / video locations here (full addresses, also include hotel room numbers if applicable)**

**What is our photo and / or video timeframe for the day? (Start time and end time)**

**Who is our "day of" contact person? (Just in case we have questions or need directions somewhere)**

**What is his or her phone number?**

If your ceremony is in a church it is your responsibility to make sure we have a copy of the photo / video rules as well as any restrictions they may have on photo shoot time before and after the ceremony.

**Is your ceremony a full mass?**

Yes  No

Is the kiss at the end of the ceremony or in the middle? (The Catholic Church just recently updated their format)

Are you giving flowers to your parents during the ceremony?

Will we be doing formal photos at the church following the ceremony? Leave blank if your ceremony is not in a church (Optional)

Yes  No

Is there a second line at all on this day? If so list exactly when.

Please let us know as soon as possible if you will need to extend your coverage timeframe. Most of the time our clients are able to capture some of prep, photo shoot, ceremony, and most of their reception within 6 hours. If this is not enough time for what you want captured please let us know so we can add time to your contract. Your timeframe must be continuous. We cannot break your time into segments.

**Photo / Video Coverage (select all that apply)**

- Getting Ready / Prep
- First Look
- Photo Shoot
- Ceremony
- Reception
- Send Off / Exit

For each event selected above please list a start time here. For example Ceremony - 6:00pm

If you are planning to have an exit at the end of your reception make sure to allow for at least 30 mins for this in your time allotment. This is the minimum amount of time it takes to setup, gather guests, and capture this moment. For example : if your photo timeframe ends at 11pm your last song should start no later than 10:25pm so we can start moving your guests in position.

Also, if you are planning a sparkler exit please don't forget to purchase SMOKELESS sparklers. If your sparklers are not

smokeless your photos will not come out for this.

Make sure to list EVERY family photo you would like taken in the following section. If a specific photo is not listed here we cannot guarantee that it will be taken.

**Please list ALL family photos here. Be very specific (photography only)**

**If you would like to list all wedding party photos here you can do so. We will capture all of the traditional group and couple shots if not. (photography only) (Optional)**

**Please list all special photo or video requests here. For example, if you have specific ideas for bride and groom portrait shots this is where you should list them. (Optional)**