

815 Broadway Hanover, PA 17331  
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 717.633.5844 (office) 717.873.7906 (cell)

This questionnaire is provided as an aid in making sure what is import to you on your wedding day is captured. While this questionnaire may not cover all the information we need to ensure your wedding day is captured, it provides us a platform to begin. Please carefully complete this form with the correct information, as the photographer will be working from it the day of your wedding. Thank you.

## Wedding Day Itinerary:

As customs vary from culture to culture, please enclose a program or compose a list of the events that will take place during your celebration. This way, we will know exactly when and what to photograph, and there will be no surprises or missed photo opportunities.

- \_\_\_\_\_ Time the bride and bridesmaid will begin getting ready.
- \_\_\_\_\_ Time the groom getting ready (optional).
- \_\_\_\_\_ Planned time of leaving for the ceremony.
- \_\_\_\_\_ Distance to ceremony, time arriving at ceremony
- \_\_\_\_\_ Location photos at ceremony site.
- \_\_\_\_\_ Time of the ceremony (aisle escorts, vows, ring exchange, kiss, etc.)
- \_\_\_\_\_ Altar return shots (after ceremony).
- \_\_\_\_\_ Time of reception \_\_\_\_\_ Time of Meal
- \_\_\_\_\_ Additional Reception times

## Getting to know the Bridal Party

To ensure that we capture everyone that is important to you on your big day it is important that we know who the names players are. If there is any essential information we should know about a specific individual, for example Grandma Betty had a stroke, or Aunt Alice and Cousin Eddie can't be left alone, noting that here will help to ensure that we handle any special circumstance with professionalism and care.

Bride:

Groom:

Ren) of the Bride :

Child(ren) of the Groom :

Mother of the Bride:

Mother of the Groom:

Father of the Bride:

Father of the Groom:

Marriage Status of parents:

Marriage Status of parents:

Married / Divorced/ Separated / Never Married

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Step-parents of Bride:

Step-parents of Groom:

Maternal Grandparents of Bride:

Maternal Grandparents of Groom:

Paternal Grandparents of Bride:

Paternal Grandparents of Groom:

Bride's Siblings:

Groom's Siblings:

Maid of Honor + relationship:

Best Man + relationship:

Matron of Honor + relationship:

Ring Bearer(s) + relationship:

Flower Girl(s) + relationship:

Groomsmen + relationship:

Bridesmaids + relationship:

Ushers + relationship:

Wedding Planner/ Coordinator:

DJ:

Minister or Officiant:

Guest Book Attendant:

Musicians:

Program Attendant(s):

Gift Table Attendants(s):

Other Bridal Party Members:

Additional Guests of Honor:

## Wedding Photography Checklist

Think about spending a few minutes to **decide what elements are important to photograph**. Did your sister make special wedding favors? Are you carrying important heirlooms with you? Bring an extra invitation and try to keep those special elements easily accessible for photos. As you work through this list please cross out any DON'T Shots. Highlight the shots that are most important to you and check the box of the shots you would like the photographer to capture. If you have chosen to only have one shooter at your wedding it is not possible for every shot on this list to be captured.

### Before the Ceremony:

#### Getting Ready Location:

#### Time:

#### Will the Bride and Groom be seeing each other before the Ceremony? Yes or No

- ◇ Hair Styling
- ◇ Make-up Application
- ◇ The dress (on a hanger, draped over a chair, etc.)
- ◇ Bridal Accessories (shoes, veil, garter, rings, etc.)
- ◇ Buttoning of the dress
- ◇ Family/Friends assisting bride

- ◇ Bride looking in the mirror
- ◇ Bride pinning boutonniere on father
- ◇ Pinning corsages on mother
- ◇ Children with the Bride
- ◇ Bride hugging family and friends
- ◇ Groom putting on tie
- ◇ Groom with Groomsmen
- ◇ Leaving for ceremony
- ◇ Other:
- ◇ Other:
- ◇ Other:
- ◇ Other:

### At the Ceremony:

#### Ceremony Location:

#### Time:

### Outside Ceremony? Yes or No

#### Rain Contingency Plan

- ◇ Hair Styling

- |  |   |
|--|---|
| ◇ Outside the ceremony venue                                   | ◇ Parents Giving Away Bride                       |
| ◇ Special places at the venue                                  | ◇ Unity Ceremonies                                |
| ◇ Guests arriving  | ◇ Memorials                                       |
| ◇ Groom greeting guest   | ◇ Religious or Cultural Ceremonies (please list): |
| ◇ Honored family members being seated (please list)            |   |
|  | ◇ Ring Bearer                                     |
| ◇ Parents arriving   | ◇ Exchanging of Vows                              |
| ◇ Parents being seated   | ◇ Exchanging of Vows (close up)                   |
| ◇ Bridesmaids entering   | ◇ Exchanging of Rings                             |
| ◇ Maid of Honor entering                                       | ◇ Exchanging of Rings (close up)                  |
| ◇ Flower Girls Entering  | ◇ The Kiss  |
| ◇ Groom Entering   | ◇ Crowd Applause                                  |
| ◇ Groomsmen Entering   | ◇ Announcing Mr. & Mrs.                           |
| ◇ Crowd Shots of Guests  | ◇ Walking out of the ceremony                     |
| ◇ Officiant  | ◇ Throwing of Confetti or birdseed                |
| ◇ Alter  | ◇ Being Congratulated                             |
| ◇ Bride Making Entrance  | ◇ Receiving Line                                  |
| ◇ Groom seeing Bride walk down the isle                        | ◇ Leaving the ceremony to the reception           |
| ◇ Will this be the first time the groom gets to see the bride? | ◇ Other:  |
| ◇ Bride and Parents Walking down the Aisle                     |   |
| ◇ Long shot form the back of Bride with Parents                |   |

**Portraits:**

**Portrait Location:**

**Time:**

**Rain Contingency Plan:**

**BEFORE:**

- ◇ Bride, full length
- ◇ Bride close-up
- ◇ Bouquet
- ◇ Ring
- ◇ Bride with Maid of Honor
- ◇ Bride with Bridesmaids (group)

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- |                                       |                                     |
|---------------------------------------|-------------------------------------|
| ◇ Bride with Bridesmaids (individual) | ◇ Groom with Groomsmen (group)      |
| ◇ Bride with Father                   | ◇ Groom with Groomsmen (individual) |
| ◇ Bride with Mother                   | ◇ Groom with Father                 |
| ◇ Bride with Parents                  | ◇ Groom with Mother                 |
| ◇ Bride with flowergirl(s)            | ◇ Groom with Parents                |
| ◇ Other:                              | ◇ Groom with ringbearer             |
|                                       | ◇ Other:                            |
| ◇ Groom, full length                  | ◇                                   |
| ◇ Groom close-up                      |                                     |
| ◇ Bouquet                             |                                     |
| ◇ Ring                                |                                     |
| ◇ Groom with Best Man                 |                                     |

**TIME: Before or After**

- |  |                                     |
|--|-------------------------------------|
| ◇ Bride and Groom                                  | <b>AFTER:</b>                       |
| ◇ Bride and Groom with Officiant                   | ◇ Bride and Groom with Grandparents |
| ◇ Bride and Groom with Wedding Party               | ◇ Extended Family (be specific)     |
| ◇ Bride and Groom with immediate families          |                                     |
| ◇ Bride and Groom with flower girls & Ring bearers |                                     |
| ◇ Other:   | ◇ Other:                            |

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## Reception

**Reception Location:**

**Time:**

**Outside Reception? Yes or No**

**Rain Contingency Plan**

- ◇ Reception Site
- ◇ Table Settings
- ◇ Centerpieces
- ◇ Head Table
- ◇ Musicians or DJ
- ◇ Place Card Table
- ◇ Gift Table
- ◇ Bride and Groom Arriving
- ◇ Bride and Groom greeting guests

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|--|---|
| ◇ Dancing first Dance                    | ◇ Wedding Cake                            |
| ◇ Dancing General                        | ◇ Décor: Specific                         |
| ◇ Dancing with Parents (specific dances) | ◇   |
| ◇ Bride and Father                       | ◇   |
| ◇ Groom and Mother                       | ◇ Bride and Groom Mingling                |
| ◇ Toasts (who will be giving Toasts)     | ◇ Dinner Service                          |
|  | ◇ Cutting the cake                        |
|  | ◇ Bride and Groom feeding each other cake |
| ◇ Bride and Groom Toasting each other    | ◇ Getaway Car                             |
| ◇ Signing other marriage licenses        | ◇ Leaving the reception                   |
| ◇ Bride throwing bouquet                 | ◇ Other:                                  |
| ◇ Groom getting brides garter            | ◇   |
| ◇ Garter toss                            | ◇   |
| ◇ Bride and Groom Place cards            |   |

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### **VIP Guests of Bride and Groom:**

Please be sure to list any guests that you want us to be sure we try and capture, i.e. Great Aunt Cora from London.

**Any additional people the Photographer should take directions from the day of the wedding:**

### **List of Don't Takes:**

Let us know BEFORE the wedding if there are certain photos you don't like. It can be anything from 'I don't like pictures of us not smiling' to 'I don't like wide angle close-ups.'

**Any Additional information the photographer(s) should know prior to the wedding day?**

Thank you for taking the time to complete the above questionnaire. We will discuss your ideas and talk about how we to meet all your expectations.

Some things to remember about your wedding day.

- ◆ **Tell all of the individuals walking down the aisle to look up and smile.** If they're too nervous to smile, they should at least keep their head up and stare down the aisle. This helps keep the face from forming the 'evil double chin' look that happens when you stare at the floor while walking.
- ◆ Some couples want candid photographs, but they always feel like they need to look up at the camera and stop what they're doing. It could be an instinct, but remember—unless the photographer asks you, **try to act natural for the best journalistic shots.**
- ◆ Remember we give direction for a reason: to get the best moments and shots from the day. The best thing to do is **relax and act naturally.** Be in the moment. Be hopelessly in love with each other—the pictures will turn out smashingly!
- ◆ **Just have fun.** Whether it's getting a little cake on your face or some detail didn't turn out 100 percent like you'd hoped, go with it, have fun and keep smiling. The photos will be so different if the bride is scowling at her new spouse.
- ◆ Designate someone you trust and knows your family and friends to be in charge of **organizing people for portraits.** That person can gather the people needed, direct them on what shots they'll be in, and then release them when they're done. It keeps things moving quickly, smoothly and enjoyably.
- ◆ We have a name in the industry for a guest who shows up with pro photo equipment and takes 'unofficial wedding photos'—we call him **Uncle Bob.** Uncle Bob may think he's doing you a favor by taking more shots for the couple, but usually he just gets in the way and makes us miss our shots. Tell Bob to leave the camera at home and just enjoy his time at the wedding without working.

THANKS AGAIN. LOOK FORWARD TO WORKING WITH YOU ON YOUR SPECIAL DAY!

carla b. long

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