

Trans4mation



Photography

YOUR WEDDING PHOTOGRAPHY PLANNING GUIDE



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Your Wedding Photography Planning Guide

In the coming months, you will be assembling a team of friends, family, and professionals to help you prepare for one of the most important events of your life!

#icantbelievethisis happening

Wedding photography will be that one service that will not only capture your wedding, but will also curate the activities of all the other vendors, family, and guests. After the wedding, all you really have left are your wedding photos.

#aphotoiswortha1000words

The following questions will help me learn as many details about your wedding so we leave nothing to chance. We want to be prepared to capture your wedding story as candidly and successfully as possible.

#ifyoufailtoplanyouplantofail

So, let's start with the most important basics... YOU! Please print clearly, so I can nail this for you! If you don't know, please estimate/approximate the times or details, recognizing that wedding day activities almost always shift a little bit. If you really don't know an answer, please put down either Not Applicable or TBD for To Be Determined. We'll review these items again at a later date usually during the venue walk through about 1 month before your wedding day.

Along with the best professional team in the world (okay, that might be a bit of an exaggeration 😊), I can't wait to photograph your wedding! I am humbled that you would ask me to be part of this very festive and special time for both of you, your families, and friends!

Joey

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Trans4mation  Photography

[look your best]



REMEMBER TO PRINT CLEARLY!

Bride's Full Name:

Bride's Cell Phone #:

Bride's Getting Ready Location (address and suite #):

Bride's Arrival to Getting Ready Location:

Groom's Full Name:

Groom's Cell Phone #:

Groom's Getting Ready Location (address and suite#):

Groom's Arrival to Getting Ready Location:

First Look Location and Start Time:

Ceremony Venue Name and Address:

Ceremony Start / Finish Times:

Reception Venue Name and Address:

Cocktail Start / Finish Times:

Balance of Reception Start / Finish Times:

Transportation (Method, Times, Locations, Routes – please give as much details as possible):

Approximate Number of Wedding Guests:

Describe any photography restrictions at the venues or by the officiant:

Names/phones of the Venue Reps and Officiant:



[capture the moments]

BRIDAL PARTY

Names of Bridesmaids (please denote Maid/Matron of Honor with an *)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Names of Groomsmen (please denote Best Man with an *)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Names of Junior Bridesmaids, Flower Girls, and Ring Bearers:

- 1.
- 2.
- 3.

WEDDING TEAM

Your wedding team, made up of various vendors, designers, professionals, and consultants, are people I rely on too! **Please share their business name, names, emails, and phone numbers here:**

Hair:	Candy / Specialty Bar:
Make-up:	Bakery / Cake:
Bridal Gown/Dress:	Florist:
Bridesmaids' Dresses:	Photo Booth:
Bridal Shoes:	Videographer / Cinematographer:
Bridesmaids' Shoes:	Favors and Gifts:
Wedding Bands / Rings:	Officiant:
Jewelry / Accessories:	Wedding Event / Day of Planner:
Veils / Wreaths / Tiaras:	Calligraphy:
Tuxedos / Men's Wear:	Invitations / Paper Goods:
Groom/ Groomsmen's Shoes:	Lighting Up-lighting:
Decorations:	Fireworks:
Limousine / Transportations:	Tents:
DJ or Band:	Furniture:
Caterer:	Wedding Designers / Décor:
Other Vendors?	



[create candid images]



Please provide me with a list of portraits I (and my assistant) should plan on taking either during the “First Look” time slot or between the Ceremony and Reception (normally during the Cocktail hour). This list should be the “Must Haves” of about 10 or so photos. Please create a separate list of “Nice-To-Haves” which I will endeavor to capture, if time and conditions permit. If we run out of time, we will try to capture these photos at the reception.

Remember to share these lists with your Event Coordinator (not just the Day of Planner) who is familiar with both families, in order to help coordinate the family members, get them lined up, and photographed quickly. The faster this part goes, the faster family members and bridal party members go to the cocktail hour! We don’t want grandma strolling away!

Below is a list of ideas for you both to consider. Again, you want to narrow this down to about 10 to help move things along. CIRCLE the one’s you think are most important, or add any that aren’t on the list:

PARENTS

1. Bride + Groom + Bride’s Parents
2. Bride + Bride’s Parents
3. Bride + Bride’s Mom
4. Bride + Bride’s Dad
5. Bride + Groom + Groom’s Parents
6. Groom + Groom’s Parents
7. Groom + Groom’s Mom
8. Groom + Groom’s Dad

SIBLINGS

1. Bride + Groom + Bride’s Siblings
2. Bride + Bride’s Sister(s)
3. Bride + Bride’s Brother(s)
4. Bride + Groom + Bride’s Parents + Bride’s Siblings
5. Bride + Bride’s Mom + Bride’s Sister(s)
6. Groom + Bride’s Dad + Bride’s Brother(s)
7. Bride + Groom + Groom’s Siblings
8. Groom + Groom’s Sister(s)
9. Groom + Groom’s Brother(s)
10. Bride + Groom + Groom’s Parents + Groom’s Siblings
11. Bride + Groom’s Mom + Groom’s Sister(s)
12. Groom + Groom’s Dad + Groom’s Brother(s)
13. Bride + Groom + Bride’s Parents + Bride’s Siblings + Groom’s Parents + Groom’s Siblings

(Continued on next page)

GRANDPARENTS

1. Bride + Groom + Bride's Grandparents
2. Bride + Bride's Grandma(s)
3. Bride + Bride's Grandpa(s)
4. Bride + Groom + Groom's Grandparents
5. Groom + Groom's Grandma(s)
6. Groom + Groom's Grandpa(s)
7. Bride + Groom + Bride's Grandparents + Groom's Grandparents
8. Bride + Groom + Bride's Parents + Bride's Siblings + Bride's Grandparents
9. Bride + Bride's Mom + Bride's Sister(s) + Bride's Grandma(s)
10. Groom + Bride's Dad + Bride's Brother(s) + Bride's Grandpa(s)
11. Bride + Groom's Mom + Groom's Sister(s) + Groom's Grandma(s)
12. Groom + Groom's Dad + Groom's Brother(s) + Groom's Grandpa(s)
13. Bride + Groom + Groom's Parents + Groom's Siblings + Groom's Grandparents
14. Bride + Groom + Bride's Parents + Bride's Siblings + Bride's Grandparents + Groom's Parents + Groom's Siblings + Groom's Grandparents

AUNTS, UNCLES, AND COUSINS

- 1.
- 2.
- 3.
- 4.
- 5.

SPECIAL INSTRUCTIONS:

Please write any information in the box below about awkward family dynamics, special considerations for certain guests, other ideas for portrait photos (groupings of people), and/or any other pertinent information that would help me create the best experience for you.

IMPORTANT DETAILS TO REMEMBER

1. Please have a box filled with as much of the following details for me to take pictures of:

Invitation Suite: (cards, Save the Date, envelopes), accessories/ jewelry, bridal shoes, garter, his / her rings (bride and grooms - including band and engagement rings), tiara, veil, favors, other unique or sentimental pieces. Please be sure to remove any brand/price tags off these items.
2. If you plan on gifting each other gifts or cards, please be sure Trans4mation Photography is there to capture the moment each of you opens the gifts/cards.
3. Please consider bringing your wedding dress on a specialty hanger, perhaps with the bride's name on it. Photographing your dress with this hanger will create much better images (as opposed to the plastic hangers your bridal shop provides). You can order these on websites like Etsy.com.
4. If possible, please have the bridal bouquet and other flowers delivered to the same location as the Bride's Getting Ready Location. Similarly, please have the boutonnieres delivered to the Groom's Getting Ready Location. It is recommended that a good portion of the florist budget is spent on the bridal bouquet as it will appear in many of the photographs!
5. Please provide me with a copy of your Day of Timeline/ Schedule. This may include separate timelines from the venue, DJ/Band/MC, or one you or your wedding planner created. The most preferred timeline is one that combines all the events and times into one clear list.
6. Please bring any props you wish to be part of the photography: e.g., sunglasses, cigars, signs, golf clubs, umbrellas, sparklers, clothing, etc.
7. Please consider communicating to your wedding guests to limit the use of their cell phones (for photos) or standing in the aisle during the processional and recessional. It's been my experience that whenever a guest raises their arms in the middle of the processional and recessional to take a photo/video, it may entirely block the view or ruin the beauty of these sacred moments in the final product. Your officiant can announce the restriction ahead of the ceremony.
8. Will there be any special events during your wedding day (ceremony, cocktails, or reception?) such as: candle or sand ceremony, Ketubah, doves, balloons, sparklers, fireworks, horse-drawn carriage, communion, etc.? If so, please describe the event and give the approximate time it will occur.
9. Please remember to provide me (and 2nd photographer if part of the package) with a full meal. It is best to serve meals to the photographers while the bride and groom are eating (usually first). Guest don't like their photos taken while eating dinner, which makes it the best time for us to take a quick break and enjoy a meal.
10. Please communicate any other or last minute information that might help me do my job in the best possible way.

Woohoo! You're done!
I'm looking forward to serving you!

Trans4mation Photography



Your Story. In Art. Captured. Forever.

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