

W E D D I N G

P L A N N I N G :

A W O R K S H E E T

Hey, want to know a secret on how to get those amazing, romantic images? Well, here it is!

Having a detailed timeline for your wedding ensures you and your family receive the images you're dreaming of for your big day. We will have very limited time during the wedding to take all the images you'd like, so planning things out ahead of time is essential for success! Make sure to list out all the family formal shots you'd like as well as any other special requests you have for me. When you're all done with this planning sheet, we'll go over it together to make sure there's time for every moment you're wanting to capture!

# W E D D I N G   D E T A I L S

WEDDING DATE

ALTERNATIVE DATE

CEREMONY VENUE & ADDRESS

RECEPTION VENUE & ADDRESS

APPROX. NUMBER OF GUESTS

WEDDING DAY APPROX. START TIME

APPROX. END TIME

RELIGION OF WEDDING (IF APPLICABLE)

PLEASE LIST ANY SPECIAL CUSTOMS / TRADITIONS / EVENTS (E.G. CONFETTI TOSS) YOU MAY HAVE

GUEST ATTIRE

HONEYMOON LOCATION & DATES

PRIMARY CONTACT NAME

PRIMARY CONTACT EMAIL

PRIMARY CONTACT PHONE

EMERGENCY CONTACT

PRIMARY CONTACT ADDRESS

B R I D E ' S   S I D E

G R O O M ' S   S I D E

BRIDE'S NAME

GROOM'S NAME

MOTHER

MOTHER

FATHER

FATHER

GRANDPARENTS

GRANDPARENTS

SIBLINGS & SPOUSES

SIBLINGS & SPOUSES

MAID OF HONOR

BEST MAN

BRIDESMAIDS

GROOMSMEN

FLOWER GIRL

RINGBEARER

DOES THE BRIDE HAVE ANY FAMILY SITUATIONS  
(SUCH AS DIVORCE, DEATHS, ETC.) THAT I SHOULD  
BE SENSITIVE TO?

DOES THE GROOM HAVE ANY FAMILY SITUATIONS  
(SUCH AS DIVORCE, DEATHS, ETC.) THAT I SHOULD  
BE SENSITIVE TO?

# W E D D I N G   T I M E L I N E   P L A N N I N G

GETTING READY START TIME

GETTING READY END TIME

GETTING READY ADDRESS (PLEASE LIST FOR BOTH BRIDE & GROOM)

CEREMONY START TIME

CEREMONY END TIME

HOW MUCH TIME FOR BRIDE & GROOM PORTRAITS BETWEEN CEREMONY AND RECEPTION?

FORMAL PORTRAITS START TIME

FORMAL PORTRAITS END

RECEPTION START TIME

COCKTAIL HOUR AT

DINNER SERVED AT

BAND / DJ BEGINS AT

FIRST DANCE AT

CAKE CUTTING AT

GARTER TOSS AT

FORMAL EXIT AT

OTHER EVENT AT

OTHER EVENT AT

OTHER EVENT AT

OTHER EVENT AT

## P L E A S E   S E L E C T   A L L   T H A T   A P P L Y

COVERAGE FOR BOTH BRIDE & GROOM GETTING READY

GRAND ENTRANCE FOR RECEPTION

BRIDE & GROOM FIRST LOOK

PHOTO BOOTH AT RECEPTION

RECEIVING LINE AFTER CEREMONY

FORMAL EXIT WITH SPARKLERS / SPECIAL LIGHTS

FAMILY FORMALS BEFORE RECEPTION

OTHER

BRIDAL PORTRAITS BETWEEN CEREMONY & RECEPTION

OTHER

# IMPORTANT PHOTO OPS : *a complete shot list*

## BRIDE GETTING READY

HANGING DRESS  
BRIDE'S SHOES  
BRIDE'S JEWELRY  
BRIDAL BOUQUET  
BRIDE LOOKING IN MIRROR  
BRIDE PUTTING ON MAKEUP  
BRIDE STYLING HAIR  
BRIDESMAIDS' MAKEUP STYLING  
BRIDESMAIDS' HAIR STYLING  
BRIDESMAIDS PUTTING ON OUTFITS  
BRIDE PUTS ON HER DRESS  
MOM'S REACTION TO BRIDE IN DRESS  
BRIDE WITH MOTHER  
BRIDE WITH FATHER  
BRIDE WITH FLOWER GIRL  
BRIDE WITH SPECIAL FAMILY / FRIENDS

## GROOM GETTING READY

GROOM'S SHOES  
GROOM'S BOUTONNIERE  
TOASTS / TRADITIONS  
WEDDING RINGS  
GROOM BUTTONING JACKET  
GROOM PUTTING ON SHOES  
CLOSE-UP OF GROOM'S TIE  
CLOSE-UP OF GROOM'S BOUTONNIERE  
GROOM STANDING ALONE, DRESSED  
GROOMSMEN PUTTING ON JACKETS  
GROOMSMEN TYING SHOES  
GROOMSMEN SHAKING HANDS  
BEST MAN WITH GROOM  
GROOM'S PARTY HELPING GROOM DRESS  
GROOMSMEN SHAKING HANDS W/GROOM  
BEST MAN HUGGING GROOM  
FATHER / FAMILY HUGGING GROOM  
GROOM WITH MOTHER  
GROOM WITH FATHER  
GROOM WITH FAMILY & FRIENDS

## CEREMONY

OVERALL CEREMONY SITE SHOT  
CEREMONY DETAILS  
BRIDAL PARTY DOWN THE AISLE  
BRIDE WITH FATHER  
REACTION OF THE GROOM  
REACTION OF THE BRIDE  
DETAILS OF GUESTS & FAMILY  
EXCHANGING OF RINGS  
FIRST KISS  
  
BRIDE & GROOM  
  
CLOSE-UP OF RINGS  
GROOM ONLY, GROOM'S DETAILS  
LUXE BRIDAL PORTRAITS, BRIDE ONLY  
BRIDE AND GROOM TOGETHER, POSED  
CLOSE-UP OF BRIDE & GROOM'S FACES

## RECEPTION

TABLE DECOR & FLORALS  
SEATING CHART / SIGN-IN BOOK  
ANY OTHER SPECIAL DETAILS / DECOR  
BRIDE & GROOM'S TABLE  
CAKE DETAILS  
OVERALL SHOT OF RECEPTION AREA  
GUESTS ARRIVING  
DETAILS OF FOOD, DRINKS  
GUEST INTERACTIONS, INTRO'S  
FORMAL INTRO'S OF BRIDAL PARTY  
FORMAL INTRO'S OF BRIDE & GROOM  
TOASTS AND SPEECHES  
FIRST DANCES (COUPLE, PARENTS)  
BRIDESMAIDS & GROOMSMEN DANCING  
FAMILY MEMBERS DANCING  
GUESTS DANCING & CONVERSING  
BOUQUET TOSS, TRADITIONS, ETC.  
CAKE CUTTING  
FORMAL EXIT OF BRIDE & GROOM

## FORMALS

ENTIRE GROOM'S PARTY, STANDING  
GROOMSMEN'S SHOES TOGETHER  
GROOMSMEN HAVING FUN TOGETHER  
ENTIRE BRIDESMAID'S PARTY W/ BRIDE  
BRIDE & BRIDESMAIDS' SHOES  
BRIDESMAIDS HAVING FUN TOGETHER  
BRIDE W/ MAID OF HONOR  
BRIDE W/GROOM'S PARENTS  
BRIDAL PARTY, BRIDE, & GROOM  
GROOM W/ BEST MAN  
GROOM ONLY W/ GROOM'S PARENTS  
GROOM W/ GROOM'S EXTENDED FAMILY  
GROOM W/ BRIDE'S PARENTS  
GROOM W/ BRIDESMAIDS  
BRIDE ONLY W/ BRIDE'S PARENTS  
BRIDE W/ BRIDE'S EXTENDED FAMILY  
BRIDE AND GROOM W/ ALL PARENTS  
BRIDE W/ SIBLINGS  
GROOM W/ SIBLINGS  
BRIDE & GROOM W/ EXTENDED FAMILY  
ENTIRE BRIDAL PARTY W/ ALL FAMILY  
  
YOUR CHOICE OF ANY COMBINATION OF  
FRIENDS, FAMILY, AND PARTY GUESTS:  
PLEASE INDICATE ON THE NEXT PAGE

## OTHER

# FAMILY FORMALS SHOT REQUESTS

I ASK THAT MY CLIENTS MAKE A DETAILED LIST OF EVERY COMBINATION OF FAMILY MEMBERS, FRIENDS, BRIDAL PARTY MEMBERS, GROOMSMEN, ETC. THAT THEY WANT PHOTOGRAPHED AT THE WEDDING DURING THE TIME SET ASIDE FOR FAMILY FORMALS. THIS LIST WILL BE ESSENTIAL TO ENSURING WE STAY ORGANIZED DURING THE SHORT PERIOD OF TIME WE'VE SET ASIDE FOR FORMALS.

BRIDE'S FORMALS

GROOM'S FORMALS

BRIDE & GROOM COMBINED FAMILY FORMALS

# VENDOR LIST & CONTACT INFORMATION

PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT YOUR WEDDING VENDORS USING THIS WORKSHEET.

THIS CONTACT INFORMATION WILL COME IN HANDY WHEN CRAFTING YOUR TIMELINE AND ON THE WEDDING DAY ITSELF.

VENDOR

PHONE

EMAIL

WEDDING PLANNER

INVITATIONS / STATIONER

BRIDESMAIDS' ATTIRE

GROOMSMENS' ATTIRE

CEREMONY VENUE

RECEPTION VENUE

GUEST ACCOMODATIONS

GETTING READY HOTEL

TRANSPORTATION

RENTALS

JEWELER

HAIR STYLIST

MAKEUP ARTIST

WEDDING OFFICIANT

PHOTOGRAPHER

VIDEOGRAPHER

FLORIST

CATERER

CAKE BAKER

DJ / BAND

OTHER