



Introductions & Making a Connection

- Introduce yourself: Make it personal but keep it professional.
- Ask about the couple & their lives outside of wedding planning.

The Basic Wedding Info

- Getting Ready Location & Start Time
- Ceremony Location & Start Time
- Additional Photo Locations other than the venue
- Reception Location & Start Time
- Wedding Planner Info (if applicable)
- Guest Count
- Sunset Time

The 3 Most Important Events to Capture

- 1.
- 2.
- 3.



Timeline Building & Other Tips

- Review wedding details for existing information.
- Expand on current timeline if one has been created.
- Discuss audio & set up.
- Transition/set-up time for different venues.
- Explain low light situations & when constant lights are necessary.
- Second Videographer coverage (if applicable)

Timeline Sections & Topics For The Big Day

Getting Ready & Details

Family

Reception Events

First Look

Wedding Party

Send Off / Exit

Ceremony

Couple's Portraits

Audio & Other
Special Requests

* See detailed timeline planning
& tips on next page

Detailed Timeline Prep, Questions & Tips

* Indicates helpful tips to communicate to the couple.

Getting Ready

- Videography Start Time & Where
- Bride Getting Ready
- Details & Bridal box items
- Groom Photos
- Venue/Drone Footage

**All hair & make-up complete when the videographer arrives unless additional time is added.*

**Bride needs to go in the middle of H&MU lineup to ensure she is on time.*

**Flowers need to arrive before the videographer arrives if she wants those in her detailed images.*

**Clear any clutter out of the room for a clean space.*

First Look

- Will you want to do a first look?
- Who will you do a first look with?
- Will this be a private first look or other people watching?
- Will there be vows/gifts exchanged?

**Discuss audio set up.*

Ceremony

- Ceremony Start Time & Length of Ceremony
- What is most important to capture - bride walking down the aisle or groom's reaction?
- Where does the team need to stand to be respectful of the ceremony?
- Are there limitations to flash in the ceremony location?
- Are there limitations to where the team members go during the ceremony?
- Will the marriage license be signed after the ceremony?

**Bride needs to walk slowly coming down the aisle.*

**Hold first kiss for 2-3 seconds.*

**Walk slowly coming back down the aisle after the first kiss.*

**Discuss audio set up.*



Family Photos (If applicable)

- Shot list & Coverage

**Have all family members stay seated after the ceremony.*

**Ask about any sensitive family situations.*

Wedding Party

- How many are in the wedding party?
- Will you want any specialty group footage?
- How many ring bearers/flower girls?

Couple's Photos

- Do you want more formal, candid, or a mix?
- On a scale of 1 to 10, how involved do you want me to be with posing and direction?
- Are there any insecurities to be aware of when filming?

Reception & Events

- Will you have a formal entrance?
- Will you want to have a first dances? If so, who will be involved?
- How many speeches & toast? Please list out the names.
- Cake cutting?
- Bouquet / Garder Toss?
- How important is the open dance floor to cover?
- On a scale from "Laid Back to Party Central," where would your reception atmosphere fall?

**Discuss audio set up & ALL possible speech/toasts*

Send Off

- Will you want to have a send-off?
- Will this be a faux send-off or to close out the night?
- Will you want to have a private last dance before the send-off?
- What items will be used? Sparklers, bubbles, getaway car, etc.

**Communicate the end times with the couple and when to have DJ make the send off announcement so you can leave on time.*

***Please remember to input all wedding details & timeline back into the portal after your consultation calls for all other team members to view.**

"Together is our favorite place to be"
-unknown