

# WEDDING VIDEO PLANNING GUIDE

Please complete and return two weeks prior to wedding.

Date of Wedding \_\_\_\_\_ Hours of Coverage from \_\_\_\_\_:\_\_\_\_\_ AM/PM to \_\_\_\_\_:\_\_\_\_\_ PM

NOTE: Hours of coverage must start at least one hour before ceremony.

Name of Bride as you want it to be on video \_\_\_\_\_

Name of Groom as you want it to be on video \_\_\_\_\_

Time Ceremony to Begin at: \_\_\_\_\_ Time Reception Scheduled to End at: \_\_\_\_\_

Ceremony Location \_\_\_\_\_ Reception Location \_\_\_\_\_

Does video coverage start at bride's home or other location? \_\_\_\_\_ If yes, where and when? \_\_\_\_\_

If video starts at other location than ceremony, coverage must start at least two hours before ceremony-send map

Rehearsal Date and Time (I will try to attend) \_\_\_\_\_

**PLEASE SEND DIRECTIONS OR MAP TO CEREMONY AND RECEPTION**

• Do you want a short form video or long? Short Form is where I edit down the ceremony to just the highlights and long form is leaving all reading unedited \_\_\_\_\_

• What is your photographers name? \_\_\_\_\_ Phone \_\_\_\_\_

• Do you have a wedding coordinator or consultant? Name \_\_\_\_\_ Phone \_\_\_\_\_

• What time is the bride arriving \_\_\_\_\_ Type of car \_\_\_\_\_

• Will bride be dressing or staying in a separate room at church? \_\_\_\_\_

• Religious denomination of ceremony \_\_\_\_\_ Name of Clergy person \_\_\_\_\_

• Is the video location restricted during ceremony? Yes/No \_\_\_\_\_

• How unobtrusive should the video be Very Unobtrusive Normal What ever it takes for best video coverage.

• Describe any special or unusual events before, during or after ceremony, (unity candle, flowers to parents, etc.) or reception or special requests if any \_\_\_\_\_

• Number of guests \_\_\_\_\_. Is your music a Band \_\_\_\_\_, DJ \_\_\_\_\_ or Other \_\_\_\_\_

• Is your meal a buffet? \_\_\_\_\_ or sit-down? \_\_\_\_\_. Do I need to bring a meal for assistant and myself? \_\_\_\_\_

• Sequence and approximate times of events: Please cross out the events you will not be doing.

_____ Receiving Line (Where?)	_____ Toast
_____ Introduction	Who will be saying toast(s)? _____
_____ Blessing	_____
_____ Dinner	_____ Cake Cutting
_____ First Dance	_____ Bouquet Toss
_____ Father Daughter Dance	_____ Garter Toss

• I will be looking for special relatives and friends, please circle all those attending wedding and the number of each.

**Brides:** mother #\_\_\_\_\_, father #\_\_\_\_\_, step-mother #\_\_\_\_\_, step father #\_\_\_\_\_, grandmother #\_\_\_\_\_, grandfather #\_\_\_\_\_, sisters #\_\_\_\_\_, brothers #\_\_\_\_\_, others \_\_\_\_\_ Are the bride's sisters and brothers in the wedding party? \_\_\_\_\_

Special relatives/friends of the bride: \_\_\_\_\_

**Grooms:** mother #\_\_\_\_\_, father #\_\_\_\_\_, step-mother #\_\_\_\_\_, step father #\_\_\_\_\_, grandmother #\_\_\_\_\_, grandfather #\_\_\_\_\_, sisters #\_\_\_\_\_, brothers #\_\_\_\_\_, others \_\_\_\_\_ Are the groom's sisters and brothers in the wedding party? \_\_\_\_\_

Special relatives/friends of the groom: \_\_\_\_\_

• Are you Driving Away at the end of reception or staying ? \_\_\_\_\_

• Video coverage ends at \_\_\_\_\_:\_\_\_\_\_ PM/AM. If events have not ended, do you want me to stay overtime? \_\_\_\_\_

**Please Feel Free To Give Me More Details**

**The More I Know About You And Your Wedding Day...The Better Your Videotape Will Be.**