

## Wedding Photography – Run of Day

Date	
Bride's Name	
Bride's Cell Phone	
Groom's Name	
Groom's Cell Phone	
Number of Wedding Guests	
Size of Bridal Party, Flower Girl, Bearer	
Event Coordinator or Client Contact Name	
Event Coordinator or Client Contact Number	
Transportation mode for Bride from Getting Ready to Ceremony	
Transportation mode for Groom from Getting Ready to Ceremony	
Transportation mode for Bride & Groom from Ceremony to Reception	
Distance between Getting Ready/Ceremony	
Distance between Ceremony/Reception	
Getting Ready?	
First Photographer Name/Cell Phone	
First Photographer Assigned to:	
Bride Getting Ready Location Address	
Time First Shooter to Arrive Getting Ready	
Time Bride to stop Getting Ready/Leave to Venue?	
Second Photographer Name/Cell Phone	
Second Photographer Assigned to:	
Groom Getting Ready Location Address	
Time Second Shooter to Arrive Getting Ready	

First Look?	
First Look location?	
First Look Start Time	
First Look Photography to Stop Time?	
Ceremony Location Name	
Ceremony Location Address	
Ceremony Start Time, Duration?	
Ceremony Indoors or Outdoors?	
Any Photography Restrictions?	
Reception Line?	
Length of intermission photography?	
Location of intermission photography?	
Reception Location Name	
Reception Location Address	
Reception Indoors or Outdoors?	
Cocktails/Appetizers Start/Stop Time	
Bridal Party Intro Time	
Sunset Photos Requests? Sunset Time?	
Non-vendor Dinner for all photographers?	
Reception End Time	
Additional Addresses –describe	
Other	

## **Venue Rules and Restrictions:**

1. Obey all safety rules, laws, regulations, and maintain a courteous and professional attitude. Pay attention to surroundings at all times.
2. Please be sure to communicate any restrictions on movement or flash photography at the venue.

## **Other:**

1. Bride and groom to provide any props: Sunglasses, signs, golf clubs, umbrellas, sparklers, etc.
2. Final payment due by client if unpaid before images are provided (additional services/products will be extra)
3. All involved: Please allow for extra travel time due to traffic, rush hour, parking, walking to venue, passing through security gates, set-up, inclement weather, etc. Please have method of payment for tolls, parking, etc. available if necessary. Bride and groom must provide Trans4mation Photography about specific parking, entrance requirements, and other details that might be necessary to access the venues in a timely fashion.
4. Remember that this schedule hinges on everyone's cooperation with times. The sooner people get ready, arrive, etc., generally the better it is.
5. Please communicate any last minute additions or changes ASAP to Trans4mation Photography in order to allow for maximum accommodation if possible.
6. Bride and Groom to instruct DJ/MC to notify photographer of main activities before they begin to be sure photographers are camera ready.
7. Bride and Groom to notify any videographers to operate at 90 degrees from the photographers (to avoid the videographer from being in the photos as well as avoid flood lighting).
8. Bride and Groom should request guests not to use cell phones during procession and recession at the ceremony to avoid having arms and phones appear in the photographs.
9. Clients to ensure that non-vendor meals (same as guests) are provided for all contracted photographers.
10. Photographer will provide access information of wedding photographs to clients and their guests.
11. This schedule and performance of services is subject to the terms and conditions of the contract.

## Vendors List

Hair	
Make-up	
Bridal Gown/Dress	
Bridesmaids' Dresses	
Bridal Shoes	
Bridesmaids' Shoes	
Wedding Bands / Rings	
Jewelry / Accessories	
Veils / Wreaths / Tiaras	
Tuxedos / Men's Wear	
Groom/ Groomsmen's Shoes	
Decorations	
Limousine / Transportations	
DJ or Band	
Caterer	
Bakery / Cake	
Florist	
Ceremony Venue	
Reception Venue	
Photo Booth	
Candy Bar / Desserts	
Videographer / Cinematographer	
Favors and Gifts	
Officiant	
Wedding Event Planner	

