

Wedding Day Planner

This outline is used as a guide for your photographer. For any item you answer "Yes" to, please have it assembled and ready when your photographer arrives.

Day-Of Contacts

So your photographer can reach the right person without interrupting you on your big day.

Day-of point person (name): _____

Point person cell: _____

Wedding planner / coordinator: _____

Planner cell: _____

Groom Prep

Where will groom prep photos be taken?

Groom prep address: _____

What time should the photographer arrive?

Cigars for the groomsmen? **Yes** / **No**

Please have the following ready during groom prep:

- Suit or tuxedo (jacket, pants, shirt on a hanger)
 - Shoes
 - Watch & jewelry
 - Cuff links & tie / bow tie
 - Boutonniere
 - Custom embroidered items
 - Invitation suite / program (if not with bride)
 - Wedding bands (if not with bride)
 - Cologne, gift, or letter from partner
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Bride Prep

Where will bride prep photos be taken? _____

Bride prep address: _____

What time will hair & makeup be FINISHED?

Tip: aim to be fully ready at least 30 minutes before departure. Hair & makeup running late is the #1 cause of a rushed timeline.

Do you have a long veil? (Royal or Cathedral recommended) **Yes / No**

Champagne for the bridesmaids? **Yes / No**

Matching pajamas or robes for the bridesmaids? **Yes / No**

Classic / vintage limo or special car? **Yes / No**

If yes, what time will it arrive & leave? _____

Please have the following ready during bride prep:

- Wedding dress & custom / decorative hanger
- Veil
- Shoes
- Jewelry & outfit accessories
- Bouquet, corsages, boutonnieres
- Wedding rings (all of them)
- Invitation suite, program, special signs & gifts
- Vow books / letter from partner
- Custom embroidered items & heirlooms
- Perfume

Detail box tip: place all small details (rings, invitation, jewelry, perfume, vows) together in one box so your photographer can capture them quickly.

First Look & Ceremony

Will you be doing a first look? **Yes / No**

If yes, what time & where? _____

What time does your ceremony start? _____

Getting married in a house of worship? **Yes / No**

If yes, name of venue: _____

Address: _____

Approximate sunset time (for golden-hour / night portraits):

Additional Photo Location

Stopping at a location for photos before the venue? **Yes / No**

If yes, where? _____

What time? _____

Reception

Venue name: _____

Venue address: _____

What time is cocktail hour? _____

What time is the reception? _____

Cake cutting time: _____

Venetian hour (dessert)? **Yes / No**

Sparkler or grand exit? **Yes / No**

Goal: complete most creative, family & bridal-party photos before cocktail hour, so you can maximize time with family & friends.

Other Vendors

Videographer (company / name): _____

DJ or band: _____

Florist: _____

Family Photo List

Standard groupings — check any you'd like, and add your own below.

- Bride's parents with bride & groom
- Bride's parents & siblings with bride & groom
- Bride's parents, siblings, brothers/sisters-in-law with bride & groom
- Bride's grandparents with bride & groom
- Groom's parents with bride & groom
- Groom's parents & siblings with bride & groom
- Groom's parents, siblings, brothers/sisters-in-law with bride & groom
- Groom's grandparents with bride & groom
- Both families together

Other variations / combinations:

Bridal Party Shot List

- Bride with bridesmaids
- Bride with maid / matron of honor
- Bride with groomsmen
- Groom with groomsmen

- Groom with best man
- Groom with bridesmaids
- Entire bridal party with bride & groom
- Flower girl & ring bearer with bride & groom

Other variations / combinations:

Special Moments & Traditions

Anything we should be ready for — cultural or religious traditions, an anniversary dance, a surprise performance, a loved one to honor, a special heirloom, etc.

Family Sensitivities & Do-Not-Photograph

Divorced parents, family situations, or anyone who should not be photographed together — let us know discreetly so we handle it with care.

Additional Notes
