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This checklist includes topics you should discuss and questions you can ask during the Client Check In Call to better prepare for the wedding event. Confirm details, build rapport, and try to get an understanding of the client's expectations for the big day. REMEMBER, before starting the call, be sure to thoroughly review their Wedding Planner!

ACCOUNT NAME:

BRIDE NAME:

GROOM NAME:

Introduction
- ☐ Present agenda: venues, addresses, schedule, angles

Ceremony Location
- ☐ Confirm videographer start time
- ☐ Confirm venue address
- ☐ Discuss venue restrictions

Processional (Entire Bridal Party)
- ☐ Confirm ceremony start time

Readings, Rituals & Performances
- ☐ Discuss wedding tradition
- ☐ Discuss duration of tradition rituals
- ☐ Confirm angles for readings and rituals

Vows
- ☐ Suggest that they face one another and hold hands
- ☐ If not above – what will they be doing?
- ☐ Confirm audio for camera is tiny lapel mic on groom

VIP Interviews
- ☐ Confirm VIP names
- ☐ Confirm contact person that will identify VIPs for you
- ☐ Discuss that interviews will be brief, unobtrusive, and mic'ed and occur between ceremony and reception

Photo Walk (Only when planned in advance with adequate coverage. Otherwise, you'll need to be at the reception location in time to capture the look of the venue (exterior and interior); capture the cocktail hour; and be in place for the introductions.)
- ☐ Confirm schedule
- ☐ Confirm address and whether you will join

Cocktail Hour
- ☐ Confirm schedule
- ☐ Confirm address

Reception Setting the Scene
- ☐ Confirm schedule of reception events
- ☐ Confirm address
- ☐ Discuss venue restrictions

Couple & Bridal Party Reception Entrance
- □ Confirm schedule

First Dance
- □ Confirm schedule

Father & Daughter Dance
- □ Confirm schedule

Mother & Son Dance
- □ Confirm schedule

Other Traditions
- □ Confirm if there will be other rituals important to capture
- □ Confirm schedule, if occurring

Toasts
- □ Confirm who's expected to toast
- □ Discuss where (plan your angle)

Cake Cutting
- □ Confirm schedule

Bouquet Toss
- □ Confirm whether they're doing one
- □ Confirm schedule

Garter Toss
- □ Confirm whether they're doing one
- □ Confirm schedule

End of Wedding Event
- □ Confirm your end time with the couple and if they want a staged closing shot

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This checklist includes topics you should discuss during the Photographer Check In Call.

ACCOUNT NAME:

BRIDE NAME:

GROOM NAME:

Introduction
- ☐ Confirm wedding account name
- ☐ Present agenda: venues, addresses, schedule, angles

Ceremony Location
- ☐ State videographer start time
- ☐ Confirm venue address
- ☐ Discuss venue restrictions

Procession (Entire Bridal Party)
- ☐ Confirm ceremony start time
- ☐ Confirm splitting the aisle angles

Readings, Rituals & Performances
- ☐ Discuss wedding tradition
- ☐ Confirm angles for readings, rituals, and performances

Vows & Rings
- ☐ Discuss which way they will be facing
- ☐ Confirm best angles for each segment

Pronouncement
- ☐ Confirm best angles to prepare for kiss and recessional

The Kiss
- ☐ Confirm best angle

Recessional
- ☐ Confirm whether both of you will be in the aisle

VIP Interviews
- ☐ Discuss when – that your ideal capture is between ceremony and reception during portraits

Photo Walk
- ☐ Confirm address and whether you will join – explain that this is your ideal time for setting up audio and lighting at the reception and that you only capture the Photo Walk at the client's request.
- ☐ Confirm schedule

Cocktail Hour
- ☐ Confirm schedule
- ☐ Confirm address

Reception Setting the Scene

- ☐ Confirm schedule
- ☐ Confirm address
- ☐ Discuss venue restrictions

Couple & Bridal Party Reception Entrance

- ☐ Confirm schedule
- ☐ Discuss angles

First Dance

- ☐ Confirm schedule
- ☐ Discuss angles

Parent Dances

- ☐ Confirm whether having both father/daughter & mom/son dances
- ☐ Confirm schedule

Other Traditions

- ☐ Confirm if there will be other rituals important to capture
- ☐ Confirm schedule, if occurring

Toasts

- ☐ Confirm who's expected to toast
- ☐ Discuss angles

Cake Cutting

- ☐ Confirm schedule

Bouquet & Garter Toss

- ☐ Confirm whether they're having both
- ☐ Confirm schedule

End of Wedding Event

- ☐ Inform of closing shot, if requested by client