



**Video Schedule of Wedding Day**

**Please return the following sheets to me, completed two weeks prior to wedding date and please make a copy for your reference. Please print details clearly (use capitals).**

**Bride's name** .....

**Groom's name** .....

**Day and date of Wedding** .....

**Contact before Wedding (Name)** .....

**Telephone No** ..... **Mobile No** .....

**Address** ..... **Email Address** .....

**Contact of Parents if bride and groom away. Telephone No** .....

**Contact after Wedding (Name)** .....

**Telephone No** ..... **Mobile No** .....

**Address** ..... **Email Address** .....

**Date back from holiday (honeymoon)** .....

***In order of the day:***

**First visiting house on the day of the wedding (groom's house). Cross out if not required.**

***Note: It is good for the video if the groom and his groomsmen are NOT dressed in their suits when I arrive (dressed in casual clothes are fine), as I can video all the preparations of getting ready. It is also good if the parents of the groom are available for the video (as a special congratulations comment to the video camera to the newly married couple would be good) and if some drinks are on hand for a toast for the happy couple.***

**Bridegroom's Name** .....

**Telephone No. (day of wedding)** ..... **Mobile No.** .....

**Address (Day of wedding)** .....

**Commencing time** ..... **Finishing time** .....

**(At least 60 minutes of filming time required)**

**Note: I must start here (if required) before visiting bride's house. Allow for travelling time between groom's house and bride's house.**

**Melways reference** .....

**Second visiting house on the day of the wedding (bride's house). Cross out if not required.**

***Note (some tips for the day): It is good idea that the bride and the bridesmaids are dressed or nearly dressed in their dresses by the time I arrive (the bridesmaids should be dressed before the bride as they can help the bride). The segments of preparation I would like to capture on video are the last few final touches (i.e. bridesmaids helping the bride lacing up the back of the dress, putting her shoes on, putting the garter on, jewellery (earrings and necklace, etc), and putting on her veil, etc). It is also good if the parents of the bride are available for the video and the photos (as a special congratulations comment to the video camera to the newly married couple would be good). If there are any special gifts to be presented to the bridesmaids from the bride then these are also good to put on video (or we can also use the bouquets as presentation from the bride to the bridesmaids).***

**For good quality video, allow a minimum of 1½ hours for shooting time.**

**I must leave here to go to the ceremony at least 30 minutes before bride leaves. This is for the introduction shots - location of ceremony, guests' arrival, groom and his groomsmen, and for radio-lapel microphone audio setup.**

**Bride's name** .....

**Telephone No. (day of wedding)** ..... **Mobile no.** .....

**Address (day of wedding)** .....

**Commencing time** ..... **Finishing time** .....

**Note: I must start here at least 30 minutes before the photographer starting time for the preparation shots.**

**Melways reference** .....

**Hairdresser's commencing time at bride's house (cross out if not applicable)** .....

**Make-up person commencing time at bride's house (cross out if not applicable)** .....

**Limousine or cars leaving from bride's house. Time** .....

**Mobile phone no. of limousine driver on the day** .....

**Still photographer's commencing time** .....

**Still photographer's contact phone no.** ..... **Mobile No.** .....

**Still photographer's name** .....

**Still photographer's business name & address** .....

**Ceremony venue details- I must arrive here 30 minutes before bride arrives. See above for details.**

**Indicate if ceremony is a garden or inside chapel ceremony** .....

**Name of wedding ceremony venue** .....

**Address** .....

**Telephone no. of ceremony venue** ..... **Mobile No.** .....

**Celebrant's, priest's or minister's name & address** .....

**Telephone no. to contact celebrant, church priest or minister** ..... **Mobile No.** .....

**Cameraman start time** ..... **Ceremony start time** ..... **Ceremony finishing time** .....

**Length of time for ceremony** .....

**Melways reference** .....



**Details for credits and identification on the day.**

**Please print clearly and concise as we will not be held responsible for errors in spelling in the credits (please use capitals or supply a computer print out).**

**Please fill out for all packages.**

**Bridal party**

**Bride's parents names**

**Mother** .....

**Father** .....

**Bridegroom's parents names**

**Mother** .....

**Father** .....

**Best man's name** .....

**Groomsmen's names** .....

**Page boy's names** .....

**Matron of Honour's name** .....

**Bridesmaid's names** .....

**Flower girl's names** .....

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**Clients to supply background music for video editing**

*(Not required for 'The Budget Package')*

**Song List – supply C.D.'s only please.** You may burn a C.D-r with the songs on it as mp3 files; if you have the capabilities at home to do this, (this is more convenient for us in the editing stage). Alternatively, if this is not possible, originals C.D.'s are fine for us to use. Also please include a list of the names of the songs and artist in order as they play on the CD-r either recorded on the CD-r (name each file on the CD-r when you rip them) or written on a separate piece of paper and leave in the CD case.

**Note: 20 songs required at least.** Note-Include some fast, up-tempo songs for over dub of the fun dance scenes. Please supply the special songs used for the ceremony- walking down aisle and at the reception- bridal waltz. (Alternatively, if you cannot supply these songs we can use one of the other songs supplied.) Also for (optional extra) for groom's home visit, please supply a masculine type song (e.g., Boys are back in town).

**Song Title (Grooms home-masculine type song)** .....

**Artist or band name** .....

**Song Title (For ceremony - walking down the aisle)** .....

**Otherwise, we can use the live sound from the string quartet or band or church organ if the audio quality is good**

**Artist or band name** .....

**Song Title (For reception - bridal waltz)** .....

**Artist or band name** .....

*Song Title (Fast up-tempo song for fun dance scenes)* .....

*Artist or band name* .....

*Song Title (Fast up-tempo song for fun dance scenes)* .....

*Artist or band name* .....

<i>Song Title</i> .....	<i>Song Title</i> .....
<i>Artist or band name</i> .....	<i>Artist or band name</i> .....
<i>Song Title</i> .....	<i>Song Title</i> .....
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<i>Song Title</i> .....	<i>Song Title</i> .....
<i>Artist or band name</i> .....	<i>Artist or band name</i> .....

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**Instructions for childhood photographs to be reproduced on to the video (for editing)**

*(Not required for 'The Budget Package')*

*Please supply only reasonably clear and sharp images for the photograph images.*

*Please mark with a grey lead pencil on the back of the photograph numbers from one to the maximum amount of photographs to be reproduced - approx. 4 each of bride and groom. i.e. start with the photograph of the bride as a baby progressing through to the more recent photographs. Write on back of each one from 1 through to 4. Do the same for the groom's photographs. Separate the groom's and bride's photographs into two envelopes. You can also include two courting day photographs of the bride and groom together as one photo each.*

*If you can supply the photos in a digital format by scanning the images for us this would be even more convenient for us. The specifications required by us as follows—scan in JPEG format, photos smaller than 6x4 inch in size must be scanned at 300 dpi, and photos larger than 6x4 inch in size must be scanned at 100dpi. Please do not shrink file sizes after scanning as this will decrease original image resolution (please keep files sizes large). Also, please name each file (picture) scanned (Eg, groom, bride, etc) especially baby photos, as these are hard to identify.*

*NOTE: If childhood photographs are a problem to obtain, you could use instead courting day photos as well as engagement party photos (no more than 10 photos please). If photos are hard to obtain you may like a different start to your video, as we can make an introduction from the video footage shot on the day of the wedding by using footage from the video with some slow motion shots and stills from the video, etc. This can be used in place of photos if you wish.*

**Music CDs or burned music CD-r and 'childhood to courting days (as a couple)' photos should be forwarded on to me before the day of the wedding. They will be returned to you when the editing is complete, thank-you.**