

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Photographer Worksheet

Finding the Right Photographer

Based on recommendations, meeting in bridal shows, and searching the Internet and the Yellow Pages we contacted various photographers.

We screened them and chose those that greeted us cordially, provided the information we requested in a timely manner, the people we spoke with were helpful but not too eager, yet followed up.

We feel that they will accommodate us well and within our budget.

We also judged them by their web sites. We liked:

- ✓ The look and feel of the web site.
- ✓ That the information we were looking for was right there.
- ✓ The wedding photographs we saw, both posed and photojournalistic.
- ✓ The special effects they used.
- ✓ That they were helpful and neither over powering nor over selling.
- ✓ That they included clearly posted name, address, phone and Email contacts.

We plan to interview the following Photographers:

Company Name: _____ Person in charge: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Appointment Date / Time: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Appointment Date / Time: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Appointment Date / Time: _____

Tips Page

Selecting the right photographer to capture your wedding is one of the most important decisions you have to make. Years from now, the pictures will bring your foremost memories of this important day.

Take a copy of this page to every interview with a photographer. Fill in the costs. Compare prices, as well as your impression of the photographer / owner / manager. Will you be comfortable working with him/her?

Before hiring a Photographer

- Take a copy of every relating worksheet to every interview with a photographer.
- Review the photographer's portfolio to be sure you like his/her style and quality of work.
- Use the worksheets to let the photographer know what you want.
- Make sure that **you**, not the photographer, keep the Copyrights.*
- Ask the appropriate questions and decide whether you will be comfortable working with him/her.
- Pay special attention to your impression of the photographer and staff you may be working with.
- Be sure you understand each other and interact well before you decide to hire.
- Fill in the costs then take every proposal to all interviews and compare what you get for what prices.
- In addition to a photographer you may place **disposable cameras** on your reception tables. This is an option for cutting your photography costs. To obtain many candid photographs of your wedding day inexpensively, ask your guests to snap shots of the event and leave the cameras on their table. 35 mm disposable cameras come pre-loaded with film. Be sure to appoint someone to collect the cameras after the event. Have an announcement made, encouraging your guests to take photographs. You will end up with many beautiful, memorable and candid photographs of your reception while cutting down the number of pictures you request of the photographer.

* Many photographers consider posing and catching appropriate pictures as their art and insist on keeping the copyrights to their work. However, when you hire them, it is as if you hired a writer often called a Ghost Writer. Just as hired writers are not entitled to copyrights on the book they write for you, photographers who are hired should not be allowed to keep the Copyrights. When photographers own Copyrights to your pictures, you need to pay them whenever you want to obtain copies of the pictures you already paid for.

Notes and Comments:

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Photographer Worksheet – About Our Wedding General Information for Photographer

Page 1 of 2

Name of Photographer: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Interview Date: _____

Time of Day Ceremony

Morning: _____, Midday: _____, Afternoon: _____, Early Evening: _____, Late Evening: _____, Other: _____

Reception

Morning: _____, Midday: _____, Afternoon: _____, Early Evening: _____, Late Evening: _____, Other: _____

Time of Year

Fall: _____, Winter: _____, Spring: _____, Summer: _____

Location:

Ceremony: Indoors: _____, Outdoors: _____, **Reception:** Indoors: _____, Outdoors: _____

Style of Ceremony:

Religious: _____, Contemporary: _____, Theme: _____, Other: _____

Style of Reception:

Black Tie / White Tie: _____, Formal: _____, Semi-formal: _____, Informal: _____, Casual: _____, Very Casual: _____

Wedding Attendees:

Number of adult: _____ Number of kids: _____ Number in bridal party: _____ Number in Family: _____

Specifics:

We would like: Portraits & traditional style photos: _____ Candid & Photojournalistic style photos: _____ both: _____

We would like: black and white prints: _____ color prints: _____ both: _____ other: _____

We would like: all pictures on 35mm: _____ all pictures in digital format: _____ some pictures in each: _____

We would like: Proofs to choose from: _____ a CD with our photos: _____ to retain the copyrights: _____

We would like: the videographer to incorporate some of your work in our wedding video: Yes _____ No _____

Do you agree to have us keep the copyrights to all of the pictures you take for us? Yes: _____ No: _____

Date Ordered: _____ By whom: _____ Placed order with: _____ Receipt: _____

Contract Received on: _____ Signed By: _____ Title: _____ 3 Days rescission ends on _____

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Photographer Worksheet – About Our Wedding Information for Photographer Regarding Picture taking Locations

Page 2 of 2

Set-up at Ceremony Location:

Ceremony Location at: (Name of venue) _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Set-up Date: _____ May start setting -up at: _____ o'clock. Setting -up to be completed by: _____ o'clock

Set-up at Reception Location:

Reception Location at: (Name of venue) _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Set-up Date: _____ May start setting -up at: _____ o'clock. Setting -up to be completed by: _____ o'clock

Other location for picture taking (Studio, home, park, beach other):

Location: _____

Contact Person: _____

Address or directions: _____

Phone: _____ Fax: _____ Email: _____

Take Pictures on Date: _____ starting at: _____ o'clock, at the following location: _____

Take Pictures on Date: _____ starting at: _____ o'clock, at the following location: _____

Take Pictures on Date: _____ starting at: _____ o'clock, at the following location: _____

Take Pictures on Date: _____ starting at: _____ o'clock, at the following location: _____

Notes and Comments:

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Information for Photographer

What the Photographer(s) Need to Know

Page 1 of 4

Our Family Photo Coordinator during the ceremony and reception is: _____

About Our Wedding	Black & White	Color	Digital	Portrait	Candid	Photojournalism
Engagement Portrait						
Engagement & Shower parties & Rehearsal Dinner						
The wedding gown						
Bride Dressing						
"Mirror" shots						
Makeup" shots						
Bridesmaids helping						
Groom Dressing						
Groomsmen helping						
Boy, I am so nervous photos						
Pictures of the outdoor location						
Pictures of the wedding preparations location						
Pictures of the ceremony location						
Pictures of the reception location						
Photo of Wedding coordinator						
Photo of Musicians, DJs entertainers						
CEREMONY						
Signing license						
Ushers assisting guests						
Coming down the aisle						
The entire procession						
"Giving away the bride"						
Readers						
Ceremony						
Parents' feelings as displayed when bride & groom say "I Do"						
Grandparents too						
Unity Candle						
Exchange of rings						
First kiss						
Marriage Certificate						
Bride and Groom leaving ceremony						
A few private moments. Pictures of the first few moments as husband and wife						

Information for Photographer

What the Photographer(s) Need to Know

Page 2 of 4

Our Family Photo Coordinator during the ceremony and reception is: _____

About Our Wedding	Black & White	Color	Digital	Posed	Candid	Photojournalism
Complete Wedding Party						
Bride and Groom						
Bride Only						
Groom Only						
Individual Bridesmaids						
Group Bridesmaids						
Individual Groomsmen						
Group Groomsmen						
Groom with Bridesmaids						
Bride with Groomsmen						
Bride with mother						
Bride with father						
Groom with mother						
Groom with father						
Groom with Parents						
Bride With Parents						
B&G with Groom's Parents						
B&G with Bride's Parents						
B&G with Bride's Grandparents						
B&G with Groom's Grandparents						
Family picture - Groom Side						
Family picture - Bride Side						
Family picture - Both Sides						
Bride with Siblings						
Groom with Siblings						
People important to us						
Capture us in candid, romantic photos						

Notes and Comments:

Information for Photographer

What the Photographer(s) Need to Know

Page 3 of 4

Our Family Photo Coordinator during the ceremony and reception is: _____

About Our Wedding	Black & White	Color	Digital	Portrait	Candid	Photojournalism
			RECEPTION			
Signing guest book						
Bride & Groom arriving						
Bride / Groom Announced						
The receiving line						
Pictures of the Reception hall						
Guests						
Scenes from the reception						
Head Table						
Wedding Cake						
Cake cutting ceremony						
Garter Toss						
Tossing the bouquet						
Food presentation						
B&G with Toasting Glasses						
First toasts						
B&G First dance						
Dancing with parents						
Father daughter dance						
Mother son dance						
Guests dancing						
Individual guest tables						
Informal pictures capturing the essence of the reception						
Gift table						
B & G in going away clothes						
B & G leaving reception						
Pictures of B & G interacting with guests						
Moments to remember as seen by photographer						
Other pictures requested						

Notes and Comments:

Information for Photographer – Worksheet

What the Photographer(s) Need to Know

Our Family Photo Coordinator during the ceremony and reception is: _____

About Our Wedding	Black & White	Color	Digital	Portrait	Candid	Photojournalism
More Picture Ideas						
The wedding dress						
This is a big day for our parents. Capture their emotions throughout the day with special emphasis on the ceremony.						
Candid, creative photos that reflect the personalities and interaction of the of the family and the bride and grooms attendants						
Capture the first few moments of us as a married couple.						
Creative un-posed, un anticipated – candid photographs of the bride and her bridesmaids interacting.						
Creative un-posed, un anticipated – candid photographs of the groom and his men interacting.						

Notes and Comments:

Photographer Worksheet

Questions for the Photographer Manager

Questions	Photographer 1	Photographer 2	Photographer 3	Notes
Are you available on our wedding date?				
May we have your business card, brochure and a detailed rate sheet?				
Do you have a web site where we can see your work?				
How long have you been accommodating weddings?				
Do you do this full time _____? Or part time _____?				
What percentage of your work is with wedding?				
Can you provide us with references we may contact?				
Can we see portfolio(s) of wedding pictures you took?				
Can we view a CD of your digital pictures you took?				
Do you team up or does your company also offers videography?				
What is your specialty format - style?				
Do you take photos in traditional style?				
Do you take photos in Photojournalistic style?				
Will you be able to take pictures in black and white?				
Will you be able to take color pictures?				
Do you take all your pictures on 35mm?				
Do you take all your pictures in digital format?				
What is the latest date for making changes?				
Will you be able to provide the videographer with at least a few pictures to incorporate into the video?				
Will you be able to capture the mood and atmosphere of both our wedding ceremony and reception?				
Will you set up and use special effects?				
What kind of lighting do you use?				
What special effects lenses will you use?				
Explain the various special techniques you use?				
Is your crew's attire set, or can you accommodate themes and time periods?				
Will you follow our photos required checklist?				
Will you provide us with a list of photo ideas to add to the ones we came up with?				
How soon before the wedding will you go over the procedures with us?				
How many people will be assigned to our wedding? Will you be one of them?				
How much time do you need to setup? To dismantle?				
How soon after the wedding will we get the actual photos of the wedding party?				

Photographer Worksheet

Questions for the Photographer Manager

Questions	Photographer 1	Photographer 2	Photographer 3	Notes
Do you charge Per print? Per hour? Per package?				
Do you have a minimum order requirement?				
How many wedding packages do you offer?				
Do any packages include a free engagement session?				
What is the price range? What do you charge for overtime?				
Can we keep the negatives?				
If not, how much will additional copies or sets of prints cost?				
Do you charge for the proofs? If yes, How much?				
Does your contract include all of our and all of your responsibilities?				
Does it include all the rules, and regulations, exemptions and exclusions, options etc...?				
Does it include all your warranties, and guarantees?				
Do we own the copyrights?				
When do we receive the written contract, signed and dated by the Company owner / manager?				
Does your contract include a 3 days cancellation clause?				
What are your terms of cancellation after the 3 days?				
Do you carry liability insurance?				
Are you and the people assigned to our wedding insured and bonded?				
What happens if you back out?				
Do you have a back up plan in case of the Photographer's unforeseen emergency?				
Do you bring back up equipment?				
Do you offer a choice of albums for parents?				
Do you offer any discounts?				
How many consultations do you provide in your package prices?				

Notes and Comments:

Photographer Worksheet

Questions for the Photographer Manager

Page 3 of 3

Questions	Photographer 1	Photographer 2	Photographer 3	Notes
Are delivery and set-up included in the price?				
Are special effects included in the price?				
Are gratuities included in the price?				
Are taxes included in the price?				
What additional expenses can we expect?				
How much and by when will we need to give a deposit?				
When is the final payment due?				
Do you accept checks and credit cards?				
Will you provide us with a CD of all the digital pictures you took? Is that included in the price?				
Do you and your people work well under pressure?				
Can you, and your people work with service providers underfoot?				
Do you allow family and friends to take pictures?				

Notes and Comments:

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Photographer - Costs Worksheet

Payment For	Number needed	Cost Each	Total Cost
Bridal portrait		\$	\$
Engagement portrait		\$	\$
Newspaper portrait		\$	\$
Each other pre-wedding photo		\$	\$
Engagement party package		\$	\$
Shower package		\$	\$
Rehearsal Dinner package		\$	\$
Wedding Package 1 (Its name)		\$	\$
Wedding Package 2 (Its name)		\$	\$
Wedding Package 3 (Its name)		\$	\$
Album if not included		\$	\$
Albums for parents Option 1 (Its name)		\$	\$
Albums for parents Option 2 (Its name)		\$	\$
Albums for parents Option 3 (Its name)		\$	\$
Fee for each album inscription		\$	\$
Virtual – Internet album		\$	\$
Assistant if not included in the price		\$	\$
Proofs		\$	\$
Preview album		\$	\$
Negatives		\$	\$
Other		\$	\$
Additional photo each 16" X 12"		\$	\$
Additional photo each 11" X 14"		\$	\$
Additional photo each 8" X 10"		\$	\$
Additional photo each 5" X 7"		\$	\$
Additional photo each 4" X 6"		\$	\$
Additional photo each Wallet size		\$	\$
Custom Thank You photos per 25		\$	\$
Quantity Discount		\$	\$
Cost Per hour		\$	\$
Overtime charge		\$	\$
Travel fee		\$	\$
Taxes		\$	\$
Gratuities		\$	\$
Other		\$	\$
TOTAL		\$	\$
Our photography budget is \$ _____			
We are UNDER budget by \$ _____	We are OVER budget by \$ _____		

Package 1 Includes: _____

Package 2 Includes: _____

Package 3 Includes: _____

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

**Impressions Following the Interviews with the
Photographer / owner / Manager
On a scale of 1 – 5 (1 being the best 5 the least) they rated:**

Interview results	Photographer 1	Photographer 2	Photographer 3
Name			
Our first impression			
They offer you their business card right away			
They merit good references			
They offer us what we want on our terms			
They guarantee that once we place our order, we'll receive the services we ordered as scheduled.			
They give us FULL COPYRIGHTS for all photographs they shot on our behalf.			
We were happy with the customer service we received			
They will guarantee that once we reserve their service, we'll have the specific photographers we choose for our wedding.			
We liked their work and choices of photography based on the pictures in their portfolio and web.			
The pictures we saw are clear and crisp, with proper lighting.			
The pictures we saw were emotionally pleasing.			
The photographer seems to capture the essence of the moment, and event.			
The photographer seems to take good pictures at opportune moments.			
They will wear proper attire for our wedding			
They were thoughtful and courteous			
They were accommodating			
They were helpful			
They are organized			
They offered clarification when we asked about anything we were unsure of.			
They were patient while we took notes.			
They are a real company running a real business, full time			
Their prices are competitive			
We feel comfortable working with them			
We checked out their reputation by contacting others			
We are satisfied			

Based on our findings, we are ready to choose.

First choice _____

Second choice _____

Third choice _____

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

Impressions, Notes, Comments and Remarks

Photographer Contract Checklist Worksheet

Page 1 of 2

We received an itemized list of what our payment will cover including incidentals. We agree with it: Yes: ___ No: ___

Prior to the contract we received a detailed bill for our package and we agree with it: Yes: _____ No: _____

We received the contract on: Date: _____ Time: _____ Location: _____

From: Full Name: _____ Title or Position in Company: _____

Contract is signed by: _____ Title or Position in Company: _____

Contract includes date: Yes _____ No _____ appropriate signature(s): Yes: _____ No: _____

Contract includes picture taking at ALL the:

Locations: Yes: ___ No: ___ Dates: Yes: ___ No: ___ and the Times: Yes: ___ No: ___ we requested.

Contract includes description and full details of the:

Number of hours we anticipate we need: Yes: _____ No: _____ and the fee for overtime: Yes: _____ No: _____

Number of traditional, posed portraits and photojournalistic images we anticipate we need: Yes: _____ No: _____

Number of: color - film, color - digital, black and white and the photo sizes we contracted for: Yes: _____ No: _____

The wedding album, specifying its color, style, size, number of pages etc: Yes: _____ No: _____

Number of additional wedding albums, specifying all of the details above: Yes: _____ No: _____

Important items we request such as all negatives, proofs and images on a high resolution CD: Yes: _____ No: _____

That the photographer commissioned by us to take our photographs, and we own the copyrights: Yes: _____ No: _____

Policy regarding payment refunds in case of cancellation: Yes: _____ No: _____ we agree: Yes: _____ No: _____

Contract specifies total payment due for our package(s): Yes: _____ No: _____ we agree: Yes: _____ No: _____

Total amount of deposit(s) Yes: _____ No: _____, Method of payment: Check _____ Credit card _____ Receipt _____

Total amount of the balance due: Yes: _____ No: _____ the date full payment is due: Yes: _____ No: _____

Proofs will be ready by: (date or time frame): _____ we agree: Yes: _____ No: _____

Pictures will be ready by: (date or time frame): _____ we agree: Yes: _____ No: _____

We were given a detailed price sheet to take home and review: Yes: ___ No: ___ we agree: Yes: ___ No: ___

Notes and Comments:

Photographer Contract Checklist Worksheet

Page 2 of 2

The contract specifies the following dates:

- ✓ Date of entering the contract Yes: _____ No: _____
- ✓ Locations, Dates and times of picture taking sessions with specifics: Yes: _____ No: _____
- ✓ Dates and times for set up at our wedding Ceremony and Reception locations Yes: _____ No: _____
- ✓ Last date to add, or make changes Yes: _____ No: _____
- ✓ Dates payment are due as follows: Deposit by: _____ Payment in full by: _____
- ✓ Anticipated date for pictures delivery to us: Yes: _____ No: _____

The Contract includes:

- ✓ Names of the photographers at the various sessions, detailing their responsibilities Yes: _____ No: _____
- ✓ The number of photographers at each session Yes: _____ No: _____, Their attire Yes: _____ No: _____
- ✓ The number of photographers that will require a meal and – or a beverage Yes: _____ No: _____
- ✓ All possible back-up services if needed Yes: _____ No: _____ we agree Yes: _____ No: _____
- ✓ Who own the Copyrights we agree Yes: _____ No: _____
- ✓ A 3 days cancellation clause allowing us to cancel within 3 days with no penalties Yes: _____ No: _____
- ✓ Full cancellation policy should we cancel after 3 days Yes: _____ No: _____ we agree Yes: _____ No: _____
- ✓ Detailed photographer's guarantees and stipulations: Yes: _____ No: _____ we agree Yes: _____ No: _____
- ✓ Provisions for photographer's Late arrival Yes: _____ No: _____, No-show: Yes: _____ No: _____
- ✓ Provisions for an Inaccurate or short order Yes: _____ No: _____,
- ✓ Provisions for un-satisfactory, poor quality Yes: _____ No: _____
- ✓ Full cancellation policy, rebates and procedures should the photographer cancel: Yes: _____ No: _____
- ✓ Disclosure of photographer's guarantees that the company staff is insured and bonded Yes: _____ No: _____
- ✓ Contract includes all additional charges that may be incurred based on: hourly rates for overtime, added assistants, travel fees, gratuity and tax and other possible miscellaneous charges: Yes: _____ No: _____
- ✓ We agree and accept this contract: Yes: _____ No: _____

We signed and dated the contract on: Date: _____ Time: _____ Location: _____