

# the memories {worksheet 1}

## Things To Do in This Section {Refer to Master Timeline for a Chronological To-Do List}

- Interview photographers and videographers; review their work and discuss options, book as soon as possible
- Have your engagement photo taken
- Have your bridal portrait taken
- Meet with your photographer to confirm any required photos that you want
- Meet with your videographer to go over any additional services you require

## Photography

Business

Contact

Address

City/State/Zip

Phone

Fax

Website

E-mail

Business Hours

Packages/Options

Special Requests

Cancellation Policies & Notes

Total

Deposit Paid/Date

Balance Due

Balance Due Date

Make Checks Payable To

## Photography {Engagement Photo}

Engagement Photo Date/Time

Location

Sizes/Quantity of Photos Included

Additional Prints Ordered

Date Photos will be Ready

Cost

## Photography {Formal Bridal Portrait}

Portrait Date/Time

Location

Sizes/Quantity of Photos Included

Additional Prints Ordered

Date Portrait will be Ready

Cost

# the memories {worksheet 2}

## Photography {Rehearsal & Wedding Day}

<input type="checkbox"/> Rehearsal Location	Arrival Time	Departure Time
<input type="checkbox"/> Pre-Wedding Location	Arrival Time	Departure Time
<input type="checkbox"/> Ceremony Location	Arrival Time	Departure Time
<input type="checkbox"/> Ceremony Site Restrictions		
<input type="checkbox"/> Reception Location	Arrival Time	Departure Time
<input type="checkbox"/> Moments to Capture		
<input type="checkbox"/> Sizes/Quantity of Photos Included		
<input type="checkbox"/> Additional Prints Ordered		
<input type="checkbox"/> Date Photos will be Ready	<input type="checkbox"/> Cost	

## Videography

Business	Contact	
Address	City/State/Zip	
Phone	Fax	
Website	E-mail	
Business Hours		
<input type="checkbox"/> Rehearsal Location	Arrival Time	Departure Time
<input type="checkbox"/> Pre-Wedding Location	Arrival Time	Departure Time
<input type="checkbox"/> Ceremony Location	Arrival Time	Departure Time
<input type="checkbox"/> Ceremony Site Restrictions		
<input type="checkbox"/> Reception Location	Arrival Time	Departure Time
<input type="checkbox"/> Moments to Capture		
<input type="checkbox"/> Audio Details		
<input type="checkbox"/> A La Carte Items		
<input type="checkbox"/> Number of DVDs Included	<input type="checkbox"/> Additional Copies	<input type="checkbox"/> Date Video will be Ready
Cancellation Policies & Notes		
Total	Deposit Paid/Date	
Balance Due	Balance Due Date	
Make Checks Payable To		