

Checklist - Photography & Videography Checklist

photography and videography checklist

Your photographer and videographer play vital roles in your wedding celebration. They are responsible for recording all the images that will fuel your memories for years to come. Meet with several of each to compare styles, prices and the packages they offer. Ask to see examples of their work, along with references from recent clients. Your wedding photos and video will be with you for a long time, so choose the best you can possibly afford.

Are they available before and after the ceremony, at your home and at the reception?

How do they charge? Flat fee? By the hour?

What kind of packages do they offer? Can you make substitutions?

What will they be wearing?

Will they follow a list of requested shots?

Will they have an assistant/assistants? Is the cost of the assistant included in the price?

Are you expected to provide food and/or transportation for them?

Are prints included in the price, or is there a charge for them later? Is the cost of an album included in the price?

If there is an emergency, will you send an alternate photographer? Can you see examples of their work?

How soon after the wedding will the proofs be available? How long can you have them to make your selections?

How long will the photographer keep the negatives? Who owns the rights to the images?

How far in advance are bookings required?

What is the cancellation/postponement policy?

How much is the deposit to secure the date and when is it due?

How soon after the event is the balance due?

Is VAT included in the final price?

Confirm dates, times and locations with a written contract.

Get insurance.
