



Instructions: This worksheet will help you build your timeline for successful wedding photography. This is a free, publicly available printable guide and does not form a client/photographer relationship. The only way to reserve Kristen Wynn Photography for your wedding date is with a contract signed by both parties (this is not a contract) and with a paid retainer fee. Please contact me with any questions: kristen@kristenwynnphotography.com There is some flexibility—this is just a basic outline! Consult your photographer for specifics to your situation.

Questions: The Options

1. What time is the sunset on your wedding day? Please click here for the [sunset calendar](http://www.sunrisesunset.com/USA/Pennsylvania.asp). If using a printed copy of this guide, the web address is <http://www.sunrisesunset.com/USA/Pennsylvania.asp> \_\_\_\_\_
2. Are you doing a first look? Yes/No  
Generally, you should do a first look if any of the below pertain to you:
  - a. Your wedding ceremony is ENDING less than 1.5 hours before sunset.
  - b. Your wedding ceremony and reception is all in one place and you want to take photos somewhere OTHER than the ceremony or reception site.
  - c. Your wedding ceremony and reception are in two different places, you want to stop in a few locations for photos, and you do not have a gap between the ceremony and reception.
  - d. It's important for you to only have a maximum one hour long cocktail time and want to have the reception immediately after the ceremony with no gap.
  - e. Special circumstances, such as a lengthy drive times or wanting to have a receiving line
  - f. Photography is very important to you
  - g. You want to! :) It's your day!
3. Are you having a receiving line? -Receiving lines are not common anymore. If you are having one, fill in the number of guests here: \_\_\_\_\_ x 20 seconds per guest = \_\_\_\_\_ seconds. Divide those seconds by 60 to get the number of minutes your receiving line will take. Fill in here: \_\_\_\_\_ minutes.
4. Are you doing any kind of bubbles, sparklers, or confetti exit after your ceremony? If yes, fill in 15 minutes here: \_\_\_\_\_ minutes
5. How far apart are the bride and groom getting ready from each other? Fill it in here: \_\_\_\_\_ minutes
6. How far is it from the bride's getting ready area to the ceremony? \_\_\_\_\_ minutes
7. How far is it from the ceremony to the reception? \_\_\_\_\_ minutes
8. For each alternate location you want to do, you will need the travel time if it's not on the direct route plus twenty minutes.  
\*First look: Minutes out of the way of route: HOTEL>LOCATION >CEREMONY + 20 minutes is \_\_\_\_\_ minutes.  
\*No first look: Minutes out of the way of the route: CEREMONY >LOCATION>RECEPTION + 20 minutes is \_\_\_\_\_ minutes.  
\*Each additional location will add twenty minutes plus the travel: \_\_\_\_\_ additional minutes
9. After the ceremony, you will need time for portraits.  
For small families, you will need 20 minutes and for large families, you will need 35 minutes.  
\_\_\_\_\_ minutes
10. Are you having hair and makeup done at a salon? Or on-location?  
If salon, add in the time it takes to get from the salon to the hotel/dressing location: \_\_\_\_\_ minutes
11. How long is your ceremony? \_\_\_\_\_ minutes

### **Build It: Creating a Timeline the Easy Way-WITH FIRST LOOK**

Use the questions above to help you build below. If you are unsure about first look or no first look, you can run it both ways and see what works! We work forwards and backwards from your ceremony time.

A. Fill in your ceremony start time:                     

B. Go back thirty minutes from the start time to account for getting set up and seating guests:                     

C. To account for alternate locations, if any, put the answer to #8 above here: \_\_\_\_\_ minutes.  
Go back that amount of time from B and write the new time here:                     

D. Go back an hour from the time written above in C to account for the first look, bridal party photos, and bride and groom images.                       
Check this against the answer to #1, making sure you are not starting your photos when the sun is already down.

E. To account for travel from prep location to ceremony, put the answer to question #6 here: \_\_\_\_\_ minutes.  
Go back that amount of time from the time written in D.                     

F. Go back an hour from the time you wrote in E to account for the bride, bridesmaids' and bride's immediate family portraits.                     

G. To account for travel between bride and groom's prep locations, put the answer to #5 here: \_\_\_\_\_ minutes. Go back that amount of time from the answer to F.                     

H. Go back an hour from the time you wrote in G to account for the groom's prep, formals, groomsmen, and groom's immediate family portraits.                     

I. To account for travel between bride and groom's prep locations, put the answer to #5 here: \_\_\_\_\_ minutes. Go back that amount of time from the answer to H.                     

J. Go back ninety minutes from I to account for photographs of prep and details.                     

K. If you are using a salon instead of on-location hair and makeup, put the answer to #10 here: \_\_\_\_ minutes.  
Go back that many minutes from the answer to J to account for travel.                     

L. For on location hair and makeup, go back thirty minutes from F to determine the time you should tell hair and makeup you need to be complete                     . For brides going to a salon, go back thirty minutes from K to determine the time you should tell hair and makeup you need to be complete                     .

M. To account for your ceremony length, put the answer to #11 here: \_\_\_\_\_ minutes.  
Go forward that much time from your ceremony start time (A.) here:                     

N. To account for a receiving line, if any, put the answer to #3 here: \_\_\_\_\_ minutes.  
Go forward that much time from M.                     

O. To account for a ceremony exit, fill in the answer to #4 above: \_\_\_\_\_ minutes.  
Go forward that amount of time from N.                     

P. To account for family portraits, fill in the answer to #9 above: \_\_\_\_\_ minutes.  
Go forward that amount of time from O.                     

Q. To account for travel from ceremony to reception, fill in the answer to #7 here: \_\_\_\_\_ minutes.  
Go forward that amount of time from P.                      This is the earliest you will arrive at the reception.

R. Go forward two to three hours from Q.                      This is generally when photography will end, so you can plan your reception schedule accordingly!

## **Putting It All Together WITH FIRST LOOK**

Determine what time your makeup and hairstylist would like to start by telling them what time you need to be done. We can always adjust this schedule a bit as the wedding day gets closer, but this is a great basic outline.

Start time-		(L)- Makeup and hairstyling
	(J)-	(I)- Photographer arrives and captures prep and details with the bride.
	(I)-	(H)-Photographer travels to the groom for groom's prep.
	(H)-	(G)-Photographer captures the groom, groom's prep, and immediate family.
	(G)-	(F)-Photographer travels back to the bride. Flowers arrive.
	(F)-	(E)-Bride dresses, formals alone, with bridesmaids and bride's immediate family
	(E)-	(D)-Travel to first look location.
	(D)-	(C)-First look, bride and groom portraits, bridal party portraits
	(C)-	(B)-Optional secondary location for photos and travel if any
	(B)-	(A)-Set up for the ceremony, bride and groom refresh, guests are seated
	(A)-	(M)-Ceremony
	(M)-	(N)-Optional receiving line
	(N)-	(O)-Optional ceremony exit
	(O)-	(P)-Family photos
	(P)-	(Q)-Travel to reception site
	(Q)-	(R)-Reception photography

You're all set with your preliminary wedding day photography timeline!

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**Build It: Creating a Timeline the Easy Way WITHOUT FIRST LOOK**

Use the questions above to help you build below. If you are unsure about first look or no first look, you can run it both ways and see what works! We work forwards and backwards from your ceremony time.

A. Fill in your ceremony start time:                     

B. Go back thirty minutes from the start time to account for getting set up and seating guests:                     

C. To account for travel from prep location to ceremony, put the answer to question #6 here: \_\_\_\_\_ minutes.  
Go back that amount of time from the time written in B.                     

D. Go back an hour from the time you wrote in C to account for the bride, bridesmaids' and bride's immediate family portraits.                     

E. To account for travel between bride and groom's prep locations, put the answer to #5 here: \_\_\_\_\_ minutes. Go back that amount of time from the answer to D.                     

F. Go back an hour from the time you wrote in E to account for the groom's prep, formals, groomsmen, and groom's immediate family portraits.                     

G. To account for travel between bride and groom's prep locations, put the answer to #5 here: \_\_\_\_\_ minutes. Go back that amount of time from the answer to F.                     

H. Go back ninety minutes from G to account for photographs of prep and details.                     

I. If you are using a salon instead of on-location hair and makeup, put the answer to #10 here: \_\_\_\_ minutes.  
Go back that many minutes from the answer to H to account for travel.                     

J. For on location hair and makeup, go back thirty minutes from D to determine the time you should tell hair and makeup you need to be complete                     . For brides going to a salon, go back thirty minutes from I to determine the time you should tell hair and makeup you need to be complete                     .

K. To account for your ceremony length, put the answer to #11 here: \_\_\_\_\_ minutes.  
Go forward that much time from your ceremony start time (A.) here:                     

L. To account for a receiving line, if any, put the answer to #3 here: \_\_\_\_\_ minutes.  
Go forward that much time from K.                     

M. To account for a ceremony exit, fill in the answer to #4 above: \_\_\_\_\_ minutes.  
Go forward that amount of time from L.                     

N. To account for family portraits, fill in the answer to #9 above: \_\_\_\_\_ minutes  
Go forward that amount of time from M.                      Check this against the answer to #1, making sure you are not starting your photos when the sun is already down.

O. Go forward an hour from the time written above in N to account for the bridal party photos and bride and groom images.                     

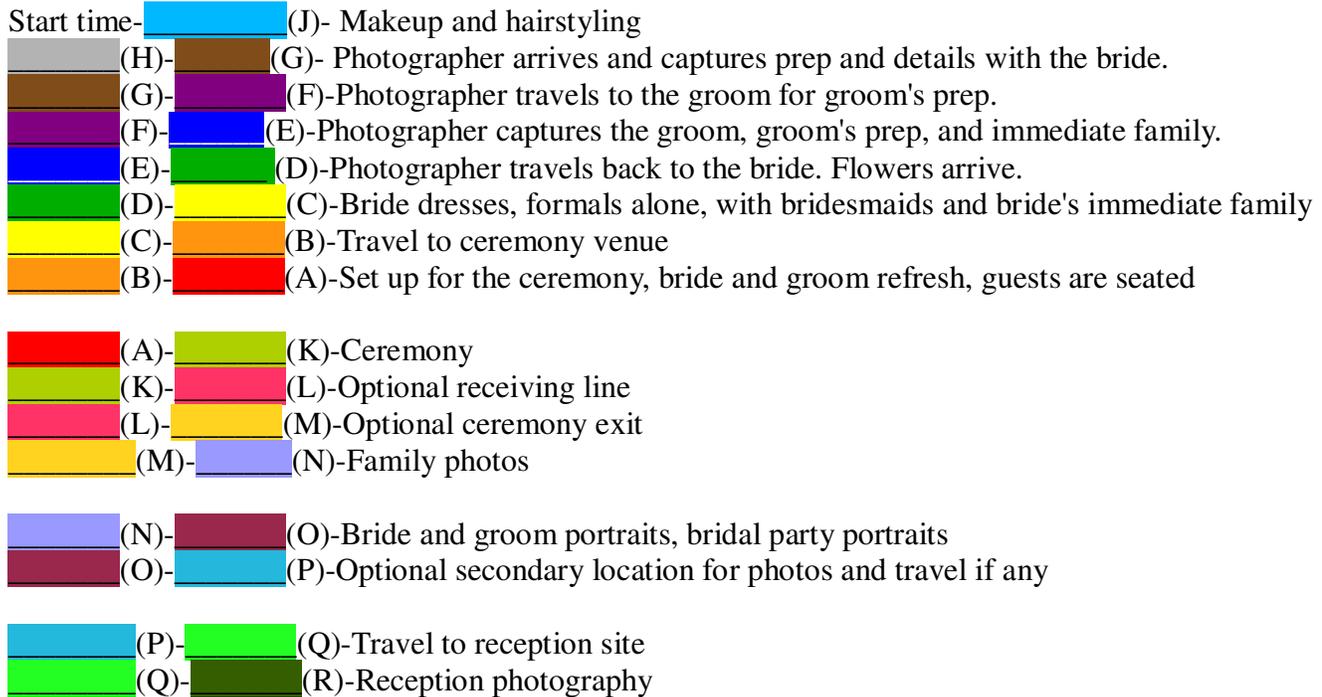
P. To account for alternate locations, if any, put the answer to #8 above here: \_\_\_\_\_ minutes.  
Go forward that amount of time from O and write the new time here:                     

Q. To account for travel from ceremony to reception, fill in the answer to #7 here: \_\_\_\_\_ minutes.  
Go forward that amount of time from P.                      This is the earliest you will arrive at the reception.

R. Go forward two to three hours from Q.                      This is generally when photography will end, so you can plan your reception schedule accordingly!

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