

# WEDDING PHOTOGRAPHY

## *information guide*







# WELCOME!

YAY- Thank you so much for allowing me to be your Wedding Photographer!

It's a HUGE honor and I'm so excited to get to know you both, familiarize myself with your Wedding Day, and photograph the day to what I hope is beyond your expectations.

The Wedding planning process may seem long, daunting, and even stressful, but rest assured that you won't need to worry about your photos. Let this guide familiarize you with my processes as your Wedding Photographer from beginning to end along with tips on how to plan your special day. I am always an email/message/phone call away if you need guidance and help!

Because I am the last Vendor you should meet with before our Consultation, you will be doing most of your planning prior to seeing me.

Here is some information that will help to make the day run smoothly and keep to your timeline. This comes from EXPERIENCE, I've shot over 150 Weddings, so I can help you plan accordingly. My goal is to be here for YOU, it's more than just taking photos in order for you both to have a stress free Wedding Day

~ Ashlyn

# the process

## **The process with me as your Wedding photographer normally happens as follows...**

You initially contact me with your Wedding date asking if I'm available. If I say yes, we move on to our pre-consult where you read over my contract, address any issues or questions you may have, and send your Retainer! Pretty simple - and then it goes quiet for a while! Take that time to focus on your other Vendors (which if you're in need of a Vendor, the last page of this Guide has my preferred list of awesome Creatives to work with!) along with gathering all the details for the day - I'll need all that info later. **When your invites are ready to be mailed, please send me one too!**

Then comes our actual consultation, but that doesn't happen until MUCH closer to your date! About 3-4 weeks before the Big Day. We'll meet up (or chat on the phone or video call) to have our consultation. That's when I'll take a ton of notes to familiarize myself with ALL of the details of your Wedding Day as well as your wants and needs for photos. This takes about 40-60 minutes

The Big Day comes and I am there each step of the way capturing each moment. The day is over and I begin to edit your photos. You see preview pictures as the memories flood back with all of the emotions. Within 6-8 weeks from your Wedding Day, the rest of your images are complete and you know that you will always have these memories of your wonderful day to look back on!





# the process - cont...

## PRE CONSULT:

The pre-consult is one of the simpler aspects of this whole process. During this period, you will send a Retainer\* and you'll review my contract and sign and date in agreement.

We can arrange to chat on the phone or video call if you'd like. If not, email works just fine! After this pre-consult, your Wedding Day is permanently booked with me as your Photographer YAY!

The next step is your consultation (like I mentioned before, about 3-4 weeks prior to The Day!)

\*A Retainer of \$500 is required for any Wedding Package I offer.

I accept Cash, Check, Venmo, PayPal, and also Credit Cards. Payment plans are also available and can be arranged to best suit what you need!



# the consultation

Our consultation is one of the most important aspects of planning your Wedding from my viewpoint as your Photog.

Before we have this meeting, you must meet or check in with ALL VENDORS (including but not limited to: the church, the officiant, wedding planner, catering, hair and makeup, reception area, and your DJ).

When meeting with these vendors, make them aware of your wants/needs and the time frame that I am present and contracted to photograph. I am typically present 60-90 minutes prior to ceremony and do not stay for the entire reception (more to come of this later!)

Also notify me of any vendors that have certain requests that I need to respect (example: no moving around to photograph during the ceremony).

Your DJ should have a general layout and timeline for the events of your reception too.

When we meet, **I will be taking notes of the entire layout and timeline of your day, so this information from all of your Wedding Vendors is VITAL, even if we need to push back our consult.**

I am not a "let's see how it goes and play it by ear" Wedding Photographer (I'm also not this type of person in my everyday life) so doing some extra work will help the day run so smooth and will keep your vendors working cohesively together, which is a magical thing!

Due to needing so much information for our Consultation, we do not need to meet (or talk over the phone) until much closer to your Wedding. I personally like to meet anywhere from 3-4 weeks before. While I'd love to meet both of you for this consultation, only one is required to discuss, sign, and initial the Contract.

In addition to the layout and timeline of your day, I will also be making note of any ideas/photos that are a must have for your Wedding. Photos like the "Groom's face as the Bride walks down the aisle" or "photos of the rings" and "place settings at the reception" are an automatic given and don't need to be addressed; but something more out of the ordinary like: a reveal before the ceremony or a sendoff with sparklers do need to be brought to my attention.



## Getting Ready, Detail, Pre Ceremony, and First Look Tips:

If you want photos of your beautiful details (dress hanging, your shoes, bouquet, details, and possibly photos with bridesmaids in robes/PJs/etc) **I will need to arrive 90 minutes- 2 hours prior to your ceremony.** There is also time for a first look with your bridesmaids, parents, grandparents, etc if you wanted to add this option in to your Pre-Ceremony Timeline. **We should most definitely aim for that 2 hour prior start time if adding in a first look with family members/bridesmaids, etc.**

**\*Please have everything you'd like photographed for detail shots ready to go for me! This can include (but isn't limited to) your shoes, veil, jewelry, perfume, rings, bouquet, invitation, vows, etc)\***

I also provide ring boxes (I have a variety of colors!) and bridal hangers that I bring with me to all of the Weddings I photograph! If you want to provide your own custom ones, that's great! But if not, I got you!

If you'd like to do a first look with your Fiancé (which can include couple's portraits after and/or reading letters to each other), **I should plan to arrive about 2-2.5 hours prior to your ceremony start time in addition to the above pre ceremony photo options.**

If you'd like to have bridesmaids and groomsman photos taken pre ceremony, **I should arrive about 2.5-3 hours pre ceremony** to make sure I have enough time to accomplish everything!

Every Wedding day is a little different and I'm happy to accommodate to how you envision the day – these are just suggestions that normally work really well, but there is always room to tweak and adjust to make your timeline perfect for your day.



# ceremony tips



Ceremonies vary depending on many factors. Church ceremonies typically take 30-45 minutes, but adding in Communion typically adds about 15+ minutes.

Ceremonies that take place at the same location as your Reception can be as quick as 5-10 minutes or sometimes a little lengthier, like 15-30 minutes; it really just depends and I will gather this info when we meet during our Consult.

\*\*The two biggest tips I can give for your Ceremony is to

**1: Remind your Officiant to move out of the way for your first kiss** and **2: stop at the end of the aisle after your ceremony for another kiss** which is a GREAT photo op!

## RECEIVING LINE

This normally happens right after you're pronounced married and walk back up the aisle. You stop at the end of the aisle and wait for your guests and greet them as they leave the ceremony area and make their way to the reception. Some receiving lines blow bubbles or throw petals too!

This is a GREAT opportunity to visit with your guests, but this can take time. It will depend on your guest list. Normally, Receiving Lines take about 30-45 minutes, but they can be longer depending on your guest list size.

Don't want a receiving line? You don't have to have one!!

All that I ask is that you hide after the ceremony for about 10-15 minutes while your guests disperse to the reception. This is a great opportunity to have a few minutes to regroup before the rest of your Wedding festivities begin!

# family formals



Family Formals are a very important aspect to your Wedding Day but can seem daunting and stressful, hopefully these tips will help!

**I average 2 minutes per group shot. Ideally, I like to keep Family Formals at or under 30 minutes..... meaning about 10-15 groupings total.**

If you need or have more family formals, THAT'S TOTALLY FINE, I just need to be aware to allow for ample time for the day.

\*Start creating this list once we have our Consult scheduled, if not before. This way I will have a general idea for how long we'll need to block off on your photo timeline for Family Photos! I will not need this list until the week of your Wedding, so please take your time while creating this list so you don't leave anyone out accidentally. This can be as general or specific (or a combination of both) as you'd like\*

**PLEASE let your family and friends know that they need to stick around after the ceremony (and not head to cocktail hour right away!) for these photos.**

\*\*Also ordering your list so big group shots are first, then elderly, and then small kids before everyone else is a nice gesture\*\*

Example of How to Write Your Family Formal List:

- - Bride & Groom w/all Parents (Dan & Mary, Bob & Karen, Tony & Leah)
- - Bride with her Parents (Dan & Karen)
- - Bride & Groom with Dad & Stepmom (Dan & Mary)
- - Bride with her siblings
- - Bride & Groom with Bride's siblings & their significant others
- etc.....



# Wedding Party + Couple's Photos:

## How much time do we need to accomplish all the Wedding Party/Couples photos?

This is one of my most asked questions! My "sweet spot" with a medium sized Wedding Party (under 10 people) at one location is **45-60 minutes**.

If you have a larger Wedding Party and/or want pictures at more than one location, **75-90 minutes is ideal**.

For the **Wedding Party** portion of these portraits, I will be able to capture multiple poses of your full Wedding Party, just Bridesmaids, just Groomsmen, and photos of you with each one of your party members and your fiancé with each member on their side.

## Couple's Portraits

aka, the MOST important part of your day

While I don't need a ton of time (ideally 20-30 minutes), photos of the two of you are SO so important!

I will have a variety of poses ideas ready to go. You won't have to worry and can enjoy this important and special moment of your Day before the reception begins.

**One of my favorite things to photograph is golden hour / sunset photos of my couples! This gives another opportunity for more pictures of the two of you together in the best light of the day, and we sure do have some amazing sunsets to go along with that!**

I normally will grab you both during the reception for about 15-20 minutes to accomplish these. While these photos aren't mandatory, it's a great add on that I'd be thrilled to photograph. I will ask you if you'd like to add on golden hour/sunset (or even both) to your Wedding photo timeline during our consult.



# extra info



## WEDDING ALBUM

In addition to the timeline layout of your day during our Consultation, we will discuss my contract along with any questions or concerns you may have. You will also be able to view my Photo Albums! These Albums can help you decide on locations for your photos, any ideas or groupings you may like, and to possibly add on a Wedding Album to your package if there's not one already included. You'll be able to choose which images are in your Album and I'll send you all that info once your images are completed.

The big thing is that we don't want your Wedding images to just stay on the USB drive...PRINT YOUR PICS!



## THE WONDERFUL WORLD OF PINTEREST

Let's face it, we all love Pinterest. If you find an idea online that you would like to recreate, please let me know either during your consultation or through email, text, Facebook message, etc. Please limit your selections to no more than 10 no less than 1 week prior to your Wedding Day .

You may also want to look on my website or online gallery for other photos/options that you'd like to incorporate in to your Wedding. This gives me a general idea of your style and does not offend me at all!



## PROPS

Props are a great addition to personalize your Wedding! While the possibilities are close to endless, they are your responsibility - I do not provide props. They can include: a thank you sign, sunglasses, flasks, balloons, your parents' wedding pictures, etc! Just let me know if you're

planning on bringing and using props, so I can remind you to bring them with you when we take Wedding party pictures.



## RECEPTION

Like I mentioned previously, I typically do not need to stay for your entire reception and will explain why!

Receptions are typically split in to two parts, **the important formal stuff** (ie: introductions, first dance, parent dances, cutting the cake, and speeches to name a few) and then the party part of your reception! I will chat with you during our consult about what is most important to you for your reception photos, but it is typically one of these three options:

**1: I stay to photograph all of the important formal stuff and then end my time then**

**2. I stay to photograph a small portion of the party part of your reception (typically anywhere from 15-45 minutes after the projected "formal stuff" is photographed.**

**3. I stay to photograph a good portion of your reception because you want to capture what a fun party you threw! I typically do not stay much past 1-1.5 hours in to the party part of your reception.**

\*The only reason that I'd typically stay for your full reception would be for a send off, like with sparklers\*





# Frequently asked questions

## **I'M WORRIED ABOUT THE WEATHER**

If the weather isn't what you were hoping or planning for on your Wedding Day, **take a deep breath, it will be OK!**

With over 10 years of experience and over 150 Weddings photographed, rest assured that I will make the best out of what I'm given!

**The best advice that I can give is to go with the flow and trust me as your Photographer.**

\*\*If there is any chance of rain in the forecast, I will bring/provide clear umbrellas for photos. I have 10 of them ready to go at our disposal! It's just another thing you don't have to stress about.

An inside location is always a backup option too - I can send/share images from these locations when we meet!

## **WHAT DO I RECEIVE?**

If you purchased one of my Wedding Packages, your images will be put on to a USB drive.

If you purchased your Wedding photography hourly in the A La Carte Section, your images will be available for download in an online gallery.

No matter what option you purchased, you will ALWAYS receive a print release with your images. These images are hand retouched by me and include: color and lighting correction, blemish removal, and straightening/cropping of your images if needed. About 10-15% of your retouched color images will be duplicated and edited/filtered. This includes: black & white, sepia, vintage, and more.

# YOUR WEDDING IS DONE, NOW WHAT?

You're super excited to see these photos and I'm so excited to share them with you!

Within 24 hours of your Wedding Day, I will have a small preview of some of my favorite photos from the Couple's portion of the Wedding!

Around 3-5 days after your Wedding, I will have more preview photos ready, and this will be more of a highlight of the full day! These are just a **handful** (around 30-50 images) of what you will receive on your USB Drive/ Online Gallery.

Unless otherwise specified, I will post your previews on my Photography page on Facebook and tag you in them. Once your Facebook previews have posted, feel free to share your images, make them your profile picture and/ or cover photo, and tag your Wedding party. Please tag my photography page (ACD Photography – By Ashlyn Duke) in the description or comments.

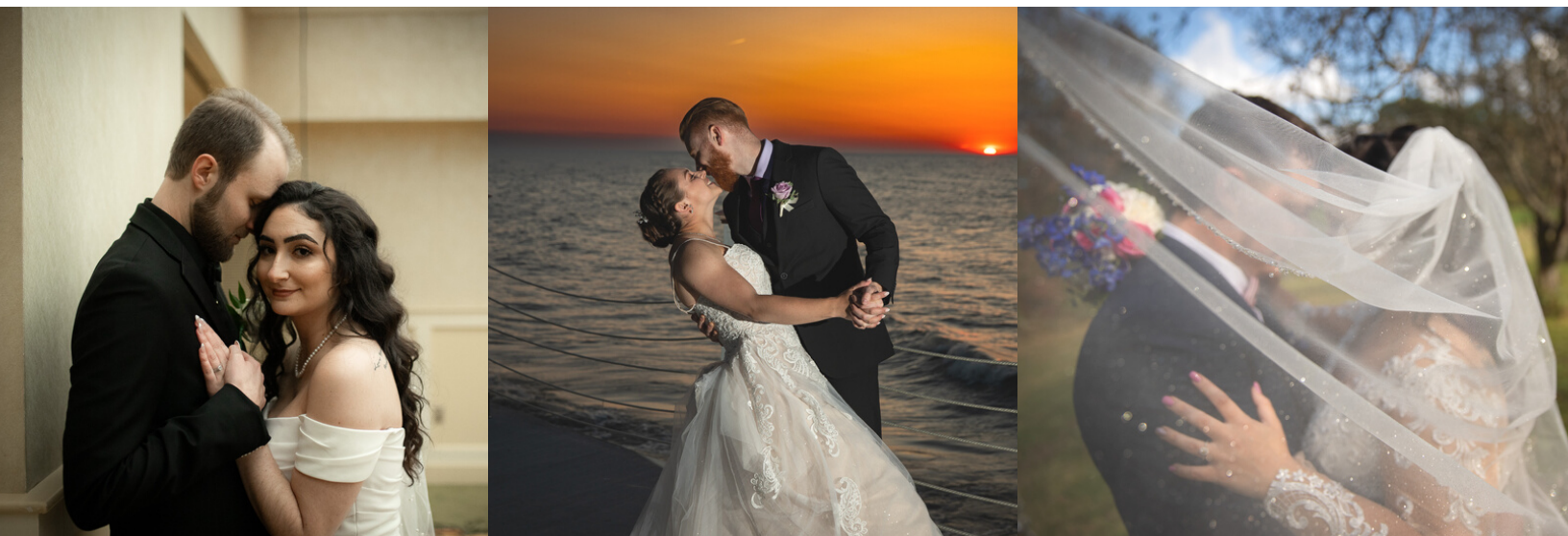
Want to post your previews on other social media platforms? Just use #ACDPhotography when posting.

I also understand and respect privacy in the age of social media. If you do not wish to have your previews on Facebook, please let me know and I will provide you a private viewing gallery.

About 6-8 weeks after your Wedding, I will re-contact you to let you know that the rest of your images are complete! From there, your USB will be either mailed or dropped off to you

If you have a Wedding Album in your package or purchased one, I will send you a link to create a free account through my online gallery system to choose your images.

Once they're chosen, allow 3-4 weeks for creation, processing, and shipping.





# Vendors

## I vibe with



### ARE YOU IN NEED OF A VENDOR?

Here are some Vendors that I have worked with that are literally the bees knees and will make your day be magical! Find these great people by a simple Google or Facebook search

#### VIDEOGRAPHERS

Brett Hammon  
Snaps by Sean  
Nazareth Video Productions  
Justin Upperman  
814 Aerial

#### MAKE UP ARTISTS

Laurel Costello  
Katelyn Pace  
Emily Meade  
Tamara

#### DJ'S

Tony B  
Vinnie Hoffman  
Shawn Steele  
Millenium Sound  
Lisa Keating  
Jermey Salter  
Butchie Knight  
Henry GQ

#### EVENT SERVICES/RENTALS

Special Occasions (Cathie)

#### FLORIST

Allburns  
A Floral Affair - Edinboro

#### BAKERY/ CAKE

It Takes The Cake  
AB Creative  
Palmas (in Edinboro)  
Yulia Bakes  
Jen Beal Cakes

#### HAIR STYLISTS

Sara Lauer  
Gracie Mae Bridal  
Charisma Salon  
Victorian Vows  
Polished Hair Design  
Meraki Wedding  
Rose Bizzarro

#### STATIONARY / HAND LETTERING

Truly Engaging  
Heiser Lettering Co  
Gohrs on Demand  
Magnet Street  
Minted

#### OTHER

Calli's West  
Nick's Place  
Port Farms

Thank you!



## **Soooo that's everything!**

I know it's a lot, but it is SO important that we are all the same page for your Wedding Day with all your photographic wants and needs covered.

I will be behind the scenes capturing the most beautiful moments of your Wedding Day. There's no need to worry about poses, photo groupings, or keeping an eye on the time.

### **I GOT YOU.**

With all of the notes from our consult, rest assured that everything will run seamlessly and it will be the best day ever!

If you ever need anything while you're on this planning process (even if it's not fully photography related) **please reach out!**

My job is to help you

Much Love!

Ashlyn