*ConneryFilm Bonus Toolkit*

# Wedding Photography & Videography Checklists

*Interactive Fillable PDF Bonus*

Use these professional checklists before, during, and after every shoot to stay organized, protect your work, and deliver a better client experience.

**4 Premium Fillable Checklists Included**

# How To Use This Fillable PDF

Open this PDF in Adobe Acrobat, Preview, or any PDF reader that supports forms. Click each checkbox as tasks are completed. You can also print the pages and use them as physical production checklists for your team.

Tip: Use these checklists as a free bonus with The Wedding Production Playbook to increase perceived value and help photographers and videographers implement the system immediately.

# 1. Engagement Photo Shoot Day Checklist

Use this checklist on the day of an engagement session to stay prepared, confident, and focused on creating a smooth client experience.

## Before Leaving

- ☐ Confirm session date, time, location, parking, and meeting point.
- ☐ Review the couple's names, preferences, outfit notes, and any must-have poses.
- ☐ Check weather, sunset time, traffic, and alternate indoor or covered locations.
- ☐ Charge all camera batteries, flash batteries, and backup batteries.
- ☐ Format memory cards after confirming previous files are backed up.
- ☐ Clean camera lenses, filters, and camera sensors if needed.
- ☐ Pack water, comfortable shoes, lint roller, small towel, and emergency safety pins.
- ☐ Send client a quick confirmation message with arrival time and meeting point.

## At the Location

- ☐ Arrive at least 20-30 minutes early to check light, background, and crowd conditions.
- ☐ Set camera date/time correctly for easy file organization later.
- ☐ Take a few test shots for exposure, white balance, and focus accuracy.
- ☐ Greet the couple warmly and make them feel comfortable before shooting.
- ☐ Explain the session flow so they know what to expect.
- ☐ Start with easy walking or standing poses to help the couple relax.

## During the Shoot

- ☐ Capture wide, medium, and close-up portraits.
- ☐ Photograph both individuals separately.
- ☐ Capture natural interaction: walking, laughing, holding hands, hugging, and close moments.
- ☐ Get ring detail shots and hands close-up if appropriate.

- [ ] Use at least 3-5 different backgrounds or angles.
- [ ] Check hair, clothing, pockets, phones, sunglasses, and distractions before key shots.
- [ ] Show a few beautiful images on the camera to build client confidence.
- [ ] Capture a final strong hero image before ending the session.

## After the Shoot

- [ ] Thank the couple and remind them of the delivery timeline.
- [ ] Back up the files immediately after returning home or to the studio.
- [ ] Create a folder with client name, date, and session type.
- [ ] Make at least two backups before formatting any memory cards.

# 2. Before Any Shoot Equipment Checklist

Use this before every paid shoot to make sure your gear is ready, clean, charged, backed up, and organized.

## Camera Bodies

- [ ] Main camera body packed and tested.
- [ ] Backup camera body packed and tested.
- [ ] Camera settings reset and customized for the shoot.
- [ ] Date and time synced across all camera bodies.
- [ ] Sensor checked for dust or spots.

## Lenses

- [ ] Wide lens packed.
- [ ] Standard zoom or prime lens packed.
- [ ] Telephoto lens packed.
- [ ] Macro or detail lens packed if needed.
- [ ] Lens caps, rear caps, filters, and lens cloth packed.
- [ ] All glass cleaned before packing.

## Memory & Power

- [ ] All memory cards formatted after backup confirmation.
- [ ] Extra memory cards packed.
- [ ] All batteries fully charged.
- [ ] Battery chargers packed.
- [ ] Portable power bank packed.
- [ ] Extension cord and power strip packed if needed.

## Lighting

- [ ] On-camera flash packed.
- [ ] Off-camera flash or strobe packed.
- [ ] Flash triggers tested.
- [ ] Light stands packed.
- [ ] Modifiers packed: softbox, umbrella, grid, diffuser, or reflector.

- [ ] Extra AA/AAA batteries packed for flashes and triggers.

## Video Gear

- [ ] Video camera settings checked: resolution, frame rate, shutter speed, picture profile.
- [ ] Tripods and monopods packed.
- [ ] Gimbal packed and balanced.
- [ ] ND filters packed.
- [ ] External monitor, cables, and mounting accessories packed.

## Audio Gear

- [ ] Lavalier microphones packed.
- [ ] Audio recorders packed.
- [ ] Shotgun microphone packed.
- [ ] Fresh batteries installed in all audio devices.
- [ ] Headphones packed for audio monitoring.
- [ ] All audio devices tested before leaving.

## Backup & Safety

- [ ] Portable SSD or hard drive packed.
- [ ] Card reader packed.
- [ ] Laptop packed if same-day backup is required.
- [ ] Rain cover or weather protection packed.
- [ ] Gaffer tape, clamps, multitool, and small repair kit packed.
- [ ] Business cards, client notes, timeline, and contact information packed.

# 3. Wedding Day Photography & Videography Checklist

Use this full wedding day checklist to guide your team through the most important coverage moments from preparation to reception.

## Before Arrival

- [ ] Review final timeline, locations, parking, and contact numbers.
- [ ] Confirm team roles: lead photo, second photo, lead video, second video, drone, assistant.
- [ ] Confirm ceremony rules with venue or coordinator.
- [ ] Confirm family formal shot list and VIP names.
- [ ] Confirm addresses and travel time between locations.

## Bride Preparation

- [ ] Dress hanging shot.
- [ ] Shoes, jewelry, perfume, invitation, rings, vow books, and detail flat lay.
- [ ] Hair and makeup process.
- [ ] Bride getting into dress.
- [ ] Mother or maid of honor helping with dress.
- [ ] Veil, final touches, and emotional reactions.
- [ ] Bride solo portraits before ceremony.
- [ ] Bride with bridesmaids.
- [ ] Bride with parents and close family.

## Groom Preparation

- [ ] Suit, shoes, watch, cufflinks, cologne, vows, and details.
- [ ] Groom getting ready.
- [ ] Best man or family helping with jacket, tie, or boutonniere.
- [ ] Groom solo portraits.
- [ ] Groom with groomsmen.
- [ ] Groom with parents and close family.

## First Look & Portraits

- [ ] First look setup and clean background.
- [ ] Wide, medium, and close-up angles of first look.

- [ ] Emotional reactions immediately after first look.
- [ ] Couple portraits: classic, editorial, romantic, walking, close-up, wide environmental.
- [ ] Wedding party full group.
- [ ] Bridesmaids group and individual shots.
- [ ] Groomsmen group and individual shots.
- [ ] Immediate family formals.
- [ ] Extended family formals if requested.

## Ceremony

- [ ] Venue exterior and ceremony setup.
- [ ] Decor, aisle, altar, florals, programs, and guest arrival.
- [ ] Audio placed on groom, officiant, and backup source.
- [ ] Video cameras positioned before processional.
- [ ] Processional: family, wedding party, groom, bride entrance.
- [ ] Groom reaction to bride entrance.
- [ ] Wide ceremony coverage.
- [ ] Close-up vows, rings, hands, reactions, and parents.
- [ ] First kiss.
- [ ] Recessional celebration.
- [ ] Audio recorders collected immediately after ceremony.

## Cocktail Hour & Reception Details

- [ ] Reception room photographed and filmed before guests enter.
- [ ] Tables, centerpieces, sweetheart table, cake, signage, menus, favors, and florals.
- [ ] Guest candid moments during cocktail hour.
- [ ] Couple sunset portraits if timeline allows.
- [ ] Grand entrance.
- [ ] First dance.
- [ ] Parent dances.
- [ ] Speeches and reactions.

- [ ] Cake cutting.
- [ ] Bouquet and garter if included.
- [ ] Open dancing and party moments.
- [ ] Final exit or closing shot if included.

## End of Wedding Day

- [ ] Confirm all cameras, lenses, audio recorders, lights, cards, and bags are collected.
- [ ] Separate used memory cards from empty cards.
- [ ] Thank the couple, planner, venue team, DJ, and key vendors.
- [ ] Begin backup process as soon as possible after leaving the event.

# 4. Post-Production Checklist

Use this checklist after every shoot to protect files, stay organized, edit consistently, and deliver professionally.

## File Backup & Organization

- [ ] Create main client folder with date, couple name, and project type.
- [ ] Create subfolders for photo, video, audio, drone, exports, project files, and delivery.
- [ ] Copy all memory cards to primary drive.
- [ ] Copy all files to second backup drive.
- [ ] Upload files to cloud or NAS backup if available.
- [ ] Verify file counts before formatting memory cards.
- [ ] Rename or organize files by camera, shooter, and timeline segment.

## Photo Workflow

- [ ] Import photos into editing software or catalog.
- [ ] Cull duplicates, missed focus, blinking, poor expressions, and unusable images.
- [ ] Select hero images for sneak peek if included.
- [ ] Edit exposure, white balance, contrast, skin tone, color, and crop.
- [ ] Retouch important portraits and hero images as needed.
- [ ] Check consistency across the full gallery.
- [ ] Export high-resolution files.
- [ ] Export web-resolution files if needed.
- [ ] Review final gallery before upload.

## Video Workflow

- [ ] Import video footage, audio files, drone footage, and project assets.
- [ ] Sync ceremony audio, vows, speeches, and camera audio.
- [ ] Organize footage by preparation, ceremony, portraits, reception, speeches, and dancing.
- [ ] Select strongest emotional audio bites from vows and speeches.
- [ ] Build highlight film story structure.
- [ ] Edit long-form wedding film if included.
- [ ] Add licensed music and balance music with voice audio.

- [ ] Color correct and color grade footage.
- [ ] Sound mix vows, speeches, music, and ambient audio.
- [ ] Add titles, lower thirds, or intro/outro if included.
- [ ] Export final versions in correct resolution and format.
- [ ] Watch final video fully before delivery.

## Quality Control

- [ ] Check spelling of couple names and wedding date.
- [ ] Confirm all promised deliverables are included.
- [ ] Check image export quality and color accuracy.
- [ ] Check video export quality, audio levels, and playback.
- [ ] Confirm gallery or download links work properly.
- [ ] Test links on desktop and mobile.
- [ ] Confirm expiration date or download instructions are clear.

## Client Delivery

- [ ] Upload final gallery, films, and files to delivery platform.
- [ ] Write professional delivery email with instructions.
- [ ] Include reminder to download and back up files.
- [ ] Include review request if appropriate.
- [ ] Include album, print, or upgrade offer if appropriate.
- [ ] Archive project files after delivery.
- [ ] Follow up with client after delivery to confirm they received everything.