

HORNICK STUDIOS PLANNING GUIDE / CHECKLIST

Please complete this form and return it no later than a week before the wedding date along with items from the checklist.

Wedding Date: _____ Hours of coverage from _____:_____AM/PM to _____:_____ PM
Note: Hours of coverage must start at least one hour before ceremony.

Ceremony start time: _____:_____ Ceremony ends: _____:_____ Reception start time: _____:_____ Reception ends: _____:_____

If events have not ended, we would like Hornick Studios to stay overtime, consult with us before departing.

Video coverage is to start at Ceremony location. Other location (please specify) _____
Note: If video coverage is to start other than ceremony location, coverage must start at least two hours before ceremony.

Bride's name, as you want it to appear on the video: _____

Groom's name, as you want it to appear on the video: _____

Do you have any concerns about having your wedding videotaped? If so, please specify.

Do you feel that video is as important, more important, or less important than the photography?

Who will be your Photographer's name: _____ Phone: _____

How unobtrusive would you like us to be, very unobtrusive, normal, whatever it takes to get the best video coverage.

Will there be a wedding Coordinator / Consultant? Yes, Consultant/Coordinator's name _____

The Bride will be held in a separate room, arriving and waiting in car just prior to the Ceremony.

What time will the Bride be arriving? _____:_____ Type of car/color: _____

The Bride will arrive at the front door, side door, back door to enter.

The Bride will be, will not be, dressing at the Ceremony location. I do, do not, want the special effects spinning bride shot.

We will be, will not, be having a receiving line after the Ceremony.

There will be a DJ, Strings, Soloist, or other _____ providing music for the Ceremony.

There will be a DJ, Band, or other _____ providing musical entertainment at the Reception.

Reception events will take place: Mother / Son Dance Bouquet Toss
 Formal Introductions Father / Daughter Dance Garter Toss
 First Dance before dinner, after dinner Apron Dance other important details _____

We will be driving away, staying at the Reception site. _____

CHECKLIST: Please return this form with checklist items so we have it no later than a week before the event date.

- Directions to the Ceremony location and Reception location
- Invitation for the use at the beginning of video
- Ceremony program if they are ready
- Itinerary of events for the day if possible
- The second deposit for total payment of 2/3 contracted package