

Ron Carroll
DESIGNER PORTRAIT IMAGES
513/561-3555

IMPORTANT INFORMATION CONCERNING YOUR WEDDING PHOTOGRAPHY

WE HAVE COMPILED THIS LIST OF SUGGESTIONS TO HELP YOU IN PLANNING YOUR WEDDING PHOTOGRAPHY. THESE ITEMS ARE VERY IMPORTANT, SO PLEASE READ THEM CAREFULLY.

We realize that your wedding photography is important to you; otherwise you wouldn't have chosen Ron Carroll Photography to photograph your wedding. Please allow us the time to take all the photographs you want.

A little organization goes a long way! We have given you these helpful hints as a way to make the photography better organized and more enjoyable. We cannot stress enough the importance of doing as much photography as early as possible. **If you keep saving shots or delay having photographs taken until later you will probably not get all the photographs taken as requested.**

As you can see, we try to remind you of all the things that you need to know so your wedding will run smoothly. However, if you and the others involved are not ready on time, are not organized, or do not give the photographer the cooperation that he needs; the resulting disorganization, rushed photography, missing shots, and substandard photographs will not be the fault of the photographer or the studio.

WEDDING DAY PHOTOGRAPHY

Please make sure your flowers are delivered at least one half hour before we are to start taking photographs. Please make sure there is someone present to pin on boutonnieres and corsages: the photographer has your photographs to worry about.

THE PHOTOGRAPHERS STARTING TIME VARIES IN REGARDS TO THE START OF THE WEDDING CEREMONY EVEN IF THE STARTING LOCATION IS AT THE CHURCH. (EXTRA TIME WILL BE REQUIRED FOR EACH ADDITIONAL LOCATION PRIOR TO THE WEDDING. THIS WILL BE DISCUSSED AT THE PRE-WEDDING CONSULTATION.) THIS IS TO ENSURE US OF GETTING ALL THE PHOTOGRAPHS YOU HAVE REQUESTED. After the ceremony, for those couples not seeing each other beforehand, please plan on the photographs taking additional time, which will be discussed the pre-wedding consultation. Please inform the Church, Caterer, DeeJay., etc. of this.

We strongly recommend the Bride and Groom see each other before the ceremony. This allows ample time to photograph the couple without feeling rushed. After the ceremony the couple tends to want to arrive at the reception as soon as possible. By seeing each other before the wedding, they can actually get all of the photography done before the ceremony, allowing the couple to go straight to the reception. If the Bride and Groom are seeing each other prior to the ceremony, we ask that everyone be ready to begin photographs with ample time to complete all shots requested. Starting time will be discussed at the pre-wedding consultation. (Extra time will be required for each location other than the church. This will also be discussed at the pre-wedding consultation.)

The photographer has so many things to do and watch. It is possible he might miss something. We ask that you have a relative or friend check your hair, make up, and dress through out the photography session to make sure everything is done exactly the way you want it.

PRE-WEDDING CHECKLIST

Please make sure that you have your "check list" sheet completed, including all directions regarding locations where photography is to be taken, before returning it to the studio, four weeks prior to the wedding at the pre-wedding consultation.

Please fill out the checklist by printing using black ink so that it may be copied.

Please keep all driving directions on the checklist. Do not give us separate sheets of paper that might get lost or misplaced. Do not give us maps; we prefer that directions be printed clearly. Please include all street names and/or landmarks. **Please print clearly!**

Please understand the photographer will follow the checklist as close as possible. If you do not tell the photographer what you want he will not know. However, we are only human and may miss a shot you have requested. Checking a photograph listed on the checklist does not guarantee that it will be taken. If given enough time the photographer will do his best to get every shot you have requested.

If you are unorganized when you come into the studio for any appointment and you must reschedule another appointment, there will be a consultation fee of \$50.00 for the second appointment.

The time spent at the reception varies. The photographer will presume that you do not want him to remain any longer than needed, and therefore will try to arrange the photography as such. If extra time is needed, you will be billed for it. Over time is billed in ½ hour increments.

APPOINTMENTS

All consultations and print ordering must be done by appointment only!!!

Before you make an appointment, please have any checklist or order forms completely filled out in **black ink**. By having your order ready, you allow us more time to get orders completed, thereby getting orders back quicker. If you do not have everything filled out completely you will be asked to make another appointment. You will be charged a fee for the second appointment. The latest appointment for the consultation 30 days prior to the wedding is Monday through Thursday at 5:00 p.m. and Friday at 3:00 p.m. We are not open Saturday or Sunday due to weddings. If you need help designing an album, there will be a charge of \$50.00 for each half hour added to your invoice.

ENGAGEMENT SESSIONS

Engagement sessions, if included in package, must be taken no later than 3 months prior to the wedding. Bride and/or Groom must call to schedule their appointment. These sessions must be done Monday through Thursday 10:00 a.m. to 4:00 p.m. If not taken in this time frame, the session will be forfeited. Otherwise, there will be a session fee charged.

ORGANIZATION!

Everything depends on allowing enough time for photographs. An easy way to ensure great photographs is proper organization. If you think about everything you want before the wedding day, you allow yourself the time to organize it. This also ensures that things will run smoothly on your special day. Please organize yourself and all the information that you need the photographer to know before you meet with us!!!

PAYMENT SCHEDULE

To reserve your wedding date we need a retainer of at least \$500.00.

The remaining balance of your collection chosen is due 30 days before your wedding, at the time of the pre-wedding consultation.

Once you place an order, a minimum of half the balance is due at that time.

The final balance is due before any photographs will be allowed to leave the studio.

Visit us on the web at:

www.roncarroll.com

Email us at: ron.carroll@fuse.net

Important information for your Engagement Portrait Session.

If you do choose to have us take an engagement portrait for you please follow the following guidelines for dress:

1. Do not wear clothes with stripes, polka dots or any other patterns on them. They do not photograph well, solid colors work the best. Darker colors such as black, navy blue, dark browns, and burgundy work the best. DO NOT WEAR WHITE!
2. Stay away from tennis shoes, especially white tennis shoes. They will stand out in the images and draw attention away from you.
3. Do not wear shorts, long pants look better in photographs. Also, stay away from Khaki or lighter colored pants as well as cargo pants since they will add weight to you in the final images. If you do choose to wear blue jeans, darker and non faded ones look the best.
4. Please stay away from short sleeve and sleeve-less tops. The least attractive part of a person's body is from the shoulder down to their elbow. So please wear tops that cover your arms down to at least your elbows.

If after seeing the images from the session you do not like the images there is a charge for any reshoots. By following these simple guidelines, we can better ensure that you will have a better chance of getting a portrait that you will be proud to display.

Ron Carroll
DESIGNER PORTRAIT IMAGES

513/561-3555

Wedding Photographer's Checklist

ATTENTION: This form and your second deposit must be returned to the studio completely filled out at least 45 days before the wedding. This form must be brought into the studio, **DO NOT MAIL IT**, call to schedule an appointment to bring it in. (Appointments are scheduled Monday-Thursday 10:00 to 5:00pm) **Please use Black Ink.**

Wedding Date: _____

Bride's Name: _____ Wedding Day Phone Number: _____

Groom's Name: _____ Wedding Day Phone Number: _____

Photography to begin at:(Where) _____ Time: _____

Telephone Number of Location where photography is to start: _____

Note - Photography must start a minimum of 2 1/2 hours before the ceremony to ensure getting all of the photographs you have checked on this list. If the bride and groom are seeing each other before the ceremony, you must start 4 hours before the ceremony.

Will the Bride and Groom be seeing each other before the ceremony? Yes No

Will there be a receiving line after the ceremony? Yes No

How many women will there be in the wedding party? _____ (Include flowergirls, junior bridesmaids, etc.)

How many men will there be in the wedding party? _____ (Include ringbearers, etc.)

Are there any divorced or deceased parents? Yes No

If yes, please tell us who so that we can avoid any embarrassing situations the day of the wedding. _____

Ceremony at: _____ Time: _____

Telephone number of ceremony location: _____

Reception at: _____ Time: _____

Telephone number of reception location: _____

Directions:

Please give us explicit directions to each location you want us to take photographs at. Do not assume that we know how to get to every location. This information is very important to insure our arriving at each location. Please keep all directions on this sheet, do not give us separate sheets of paper or maps.

To starting location:

To church from starting location:

To reception from church:

Bride's Photographs

- Br Alone - Close Up
- Br Alone - Waist Up
- Br Alone - Full Length
- Br Alone - Waist Up Profile
- Br Alone — Full Length (Back)
- Br with Mother
- Br with Father
- Br w/Mother fixing veil
- Br w/Father pinning boutonniere
- Br with both Parents
- Br's Parents Alone
- Br with Grandparents
- Br's Grandparents alone
- Br w/Mother and Grandmother
- Br with Godparents
- Br's Godparents alone
- Br w/Sisters and Brothers
- Br w/Immediate Family
- Br with Maid/Matron of Honor
- Br w/Bridesmaids
- Br w/Groomsmen
- Br w/Flowergirl
- Br w/Ringbearer
- Br w/Flowergirl and Ringbearer
- Individual shots of Bridesmaids
- Flowergirl Alone
- Br w/_____
- Br w/_____
- Br w/_____
- Br w/_____
- Br w/_____

Groom's Photographs

- Groom Alone - Close Up
- Groom Alone - Waist Up
- Groom Alone — Full Length
- Gr with Mother
- Gr with Father
- Gr w/both Parents
- Gr's Parents Alone
- Gr w/Grandparents
- Gr.'s Grandparents Alone
- Gr w/Father and Grandfather
- Gr w/Godparents
- Gr.'s Godparents Alone
- Gr w/Brothers and Sisters
- Gr w/Immediate Family
- Gr w/Bestman
- Gr w/Groomsmen
- Gr w/Bridesmaid
- Gr w/Ringbearer
- Gr w/Flowergirl
- Gr w/Ringbearer and Flowergirl
- Individual Shots of Groomsmen
- Ringbearer Alone
- Gr w/_____
- Gr w/_____
- Gr w/_____
- Gr w/_____

Procession

- Grandparents being seated
- Parents being seated
- Bride down aisle
- Other _____

Ceremony

- Is it a Mass? Y N
- Exterior of Church
- Balcony Shot
- Floor Shot
- Shots from side
- Candle Lighting
- Exchange of rings B & G
- Other _____
- Other _____
- Other _____

Recessional

- B&G coming back up aisle
- Bridal Party/Parents Recessional
- B&G kissing at the end of the aisle

Bride and Groom Alone

- B&G Full Length
- B&G Waist Up
- B&G Full Length halfway up aisle
- B&G Outside on church steps
- Hands with rings and flowers
- Rings Alone in flowers
- B&G Special creative posing
(Time permitting)

Groups

- B&G w/Entire Bridal Party
- B&G w/Girls only
- B&G w/Men only
- B&G w/Flowergirl and Ringbearer
- B&G w/Br's Parents
- B&G w/Gr.'s Parents
- B&G w/Br's Grandparents
- B&G w/Gr.'s Grandparents
- B&G w/Br's Family
- B&G w/Gr.'s Family
- B&G w/Br's Godparents
- B&G w/Gr.'s Godparents
- B&G w/Minister, Priest, Rabbi
- B&G w/ _____
- B&G w/ _____
- B&G w/ _____
- B&G w/ _____

Leaving Church

- B&G Leaving
- B&G getting in car
- B&G in car
- B&G inside car w/champagne
- B&G outside car (showing all of car)

Reception

- B&G Dancing - Close Up
- B&G Dancing - Full Length
- Bridal Party dancing
- Bride dancing with father
- Groom dancing with mother
- Bride dancing with groom's father
- Groom dancing with bride's mother
- Parents dancing
- Grandparents dancing
- Godparents dancing
- Ethic dancing
- Dollar Dance
- Bestman making toast
- Other people toasting B&G
- B&G toasting
- Cake Alone
- B&G cutting cake
- B&G feeding each other cake
- Br throwing bouquet
- Gr removing garter
- Gr throwing garter
- Man putting garter on girl's leg
- B&G w/Friends
- Candids of B&G
- Other _____
- Other _____
- Other _____
- Other _____
- Other _____

Other

- _____
- _____
- _____
- _____
- _____

Notes

Bride prefers:

- Traditional
- Candid
- 50/50 Mix