

1. CLIENT & EVENT PRIMARY DETAILS

GROOM'S FULL NAME		GROOM'S DIRECT PHONE	
BRIDE'S FULL NAME		BRIDE'S DIRECT PHONE	
WEDDING DATE		EXPECTED GUEST COUNT	
ON-SITE PLANNER / COORDINATOR	BEST MAN NAME & PHONE	MAID OF HONOR NAME & PHONE	

2. SYNCHRONIZED PRODUCTION TIMELINE

Dual crews will deploy simultaneously for Bride & Groom preparations. Please detail exact locations and start times.

PRODUCTION STAGE	VENUE NAME & FULL ADDRESS	EVENT START	MEDIA ARRIVAL	WRAP / DEPARTURE
Bride Preparation				
Groom Preparation				
Ceremony				
Bridal Portraits				
Reception & Party				

3. VISUAL STORYBOARD & STYLING DIRECTIONS

COLOR & EDITING AESTHETIC

☐ Classic & True-to-Color: Vibrant, natural, timeless contrast

☐ Cinematic & Moody: Rich shadows, warm undertones, film grain

☐ Bright & Airy: Soft glowing light, pastel tone preference

COVERAGE STYLE VIBE

☐ Documentary / Candid: Unposed, real moments emphasis

☐ Editorial / Guided: Structured direction, high-fashion poses

☐ High-Energy Focus: Party hype, crowd reactions & dancing

PREP DETAILS FOR FLAT-LAY STYLING (CHECK ITEMS PRESENT):

☐ Bridal Gown & Custom Hanger

☐ Rings & Custom Box

☐ Perfume / Cologne Bottles

☐ Groom's Suit, Watch & Shoes

☐ Stationery & Invitations

☐ Heirlooms & Keepsakes

4. VIP & FORMAL FAMILY SHOT MATRIX

To execute family portraits in under 20 minutes, designate a family handler who knows both key families.

DESIGNATED FAMILY HANDLER NAME

HANDLER MOBILE PHONE NUMBER

STANDARD FORMAL GROUP CHECKLIST (CHECK TO INCLUDE)

☐ Bride & Groom with Bride's Parents

☐ Bride & Groom with Both Sets of Parents

☐ Bride & Groom with Extended Families & Grandparents

☐ Full Bridal Party (Include Flower Girl & Ring Bearer)

☐ Bride & Groom with Groom's Parents

☐ Bride & Groom with Immediate Families (Parents & Siblings)

☐ Bride with Bridesmaids / Groom with Groomsmen

☐ Generational Group Shots (Grandparents + Parents + Couple)

SPECIAL / NON-STANDARD VIP GROUP REQUESTS (LIST SPECIFIC NAMES):

1.

2.

3.

5. CRITICAL MOMENTS & FEATURE CAPTURE

PRE-CEREMONY & CEREMONY HIGHLIGHTS

☐ First Look (Couple private reveal before ceremony)

☐ First Look with Father / Parents

☐ Gift / Handwritten Letter Exchange

☐ Groom's Reaction as Bride Enters Aisle

☐ Vow Readings & Ring Exchange Close-ups

☐ First Kiss & Celebratory Recessional Exit

RECEPTION & PARTY HIGHLIGHTS

☐ Grand Entrance / Choreographed Bridal Party Entrance

☐ Speeches, Toasts & Guest Reactions

☐ First Dance Special Effects: ☐ Cold Sparks ☐ Fog

☐ Parent Dances (Father/Daughter, Mother/Son)

☐ Traditional / Cultural Customs & Performances

☐ Grand Sparkler / Fireworks / Send-Off Exit

CINEMATIC AUDIO RECORDING PREFERENCES

Our cinema unit uses wireless lapel mics to capture crystal-clear audio for your feature edit.

☐ Mic Groom for Ceremony

☐ Mic Officiant for Ceremony

☐ Record Audio Letter Reading

6. EVENTUALITY & RISK MITIGATION PROTOCOLS

Our studio prepares contingency plans for all technical and environmental factors to ensure seamless execution.

1. WEATHER CONTINGENCY (FOR OUTDOOR SHOTS / AERIAL DRONE)

INDOOR BACKUP LOCATION FOR RAIN

IS VENUE COVERED FOR SUNSET PORTRAITS?

☐ Yes

☐ No

☐ Requires Umbrellas

2. VENUE POWER & AUDIO RECORDING CONTINGENCY

VENUE BACKUP GENERATOR / INVERTER ON-SITE?

VENUE SOUND TECHNICIAN CONTACT NAME / PHONE

☐ Confirmed Active

☐ None

3. AERIAL DRONE SAFETY & AIRSPACE FACTORS

OUTDOOR CLEARANCE GRANTED BY VENUE?

HIGH POWERLINES OR STRUCTURES NEARBY?

☐ Yes

☐ Pending Approval

☐ Clear

☐ High Cables Present

4. SCHEDULE DELAYS & TIME BUFFER AUTHORIZATION

IF EVENTS RUN LATE, WHO IS AUTHORIZED TO ADJUST PORTRAIT TIME WITH OUR LEAD PRODUCER?

Authorized Name:

Phone:

5. SENSITIVE FAMILY DYNAMICS & MOBILITY PROTOCOL

NOTE ANY DELICATE FAMILY SITUATIONS, DIVORCED PARENTS, OR MOBILITY ASSISTANCE REQUIRED DURING GROUPING:

7. DELUXE COMBO DELIVERABLES & APPROVAL

INCLUDED DELUXE PACKAGE SCOPE

- Media Team: 2 Senior Photographers + 2 Cinematographers + Aerial Drone Pilot
- Coverage: Full-Day Coverage (Prep through Grand Exit)
- Deliverables: Full Ceremony & Reception Edits + Cinematic Highlight Film
- Media & Display: Online High-Res Gallery + Custom USB Flash Drive + A2 Premium Canvas Wall Mount

SPECIAL NOTES / UNIQUE PRODUCTION REQUESTS:

CLIENT SIGNATURE (BRIDE / GROOM)

BLACK EXCELLENCE LEAD PRODUCER SIGNATURE

Date:

Date:

BLACK EXCELLENCE MEDIA • PRODUCTION BRIEF

DELUXE COMBO – CLIENT CONSULTATION SHEET

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