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| **Task** | **Notes** |
| Names of Bride & Groom: |  |
| Contact Number(s) & Email(s) |  |
| Backup Contact(s):  (i.e., best man, maid of honour, mother, father) |  |
| Event Location(s): |  |
| Home Address: |  |
| Arrival & Departure Times: |  |
| Name of the Photographer: |  |
| Name of the Coordinator: |  |
| Package + Additional Items |  |
| Bride & Groom Preparations:  (Timings & locations) |  |
| Ceremony:  (Recorded in full? Any readings? Microphone Needed?) |  |
| Speeches:  (Recorded in full? Who? Microphone Needed? |  |
| Anyone / anything to capture in particular? |  |
| Any sensitive things to avoid? |  |
| Meals offered to videographers? |  |
| Where did you hear about us? |  |
| Schedule |  |