

I | ILSA EVENTS
WEDDING PLANNER

A GUIDE TO BOOKING, PLANNING & DELIVERY
PHOTOGRAPHY & VIDEOGRPAHY



A Guide to Capturing Your Wedding Experience

Photography and videography are among the most important investments you will make for your wedding. Long after the day has passed, your photographs and films will become the lasting record of your experience, capturing not only how your wedding looked, but how it felt.

A professional team will document the atmosphere, emotions, and meaningful moments in a way that allows you to relive your wedding for years to come. Clear communication, aligned expectations, and thoughtful planning are essential to ensure your experience is captured seamlessly and beautifully

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Importance & Role

Your photography and videography team are responsible for documenting your wedding in a way that reflects both the visual design and emotional significance of the day.

Their role extends beyond simply taking photographs or filming, they help preserve fleeting moments, guide you during key portrait sessions, and work alongside your planner and supplier team to ensure everything is captured without disrupting the flow of the day.

Their work will typically cover multiple stages of your wedding, including:

- Preparations and getting ready
- Ceremony coverage
- Guest interactions and candid moments
- Couple portraits
- Reception details and styling
- Speeches, formalities, and evening celebrations

The style of your supplier may vary, from documentary and natural coverage to more editorial and guided approaches. Selecting a team whose style aligns with your vision is essential.

What Your Photography & Videography Supplier Is Responsible For

Your supplier is responsible for delivering professional coverage, managing their equipment, and producing the agreed final deliverables.

This typically includes:

Pre-wedding preparation and planning

- Attending planning meetings or consultations
- Reviewing your timeline and event structure
- Understanding key moments, traditions, and priorities
- Advising on timings for portraits and group photographs

Coverage on the wedding day

- Arriving and setting up according to agreed coverage times
- Capturing key moments, details, and natural interactions
- Managing lighting, audio (for videography), and technical equipment
- Coordinating with your planner and supplier team
- Working efficiently without disrupting your experience

Post-wedding editing and delivery

- Professionally editing and refining photographs and films
- Delivering images via an online gallery or agreed platform
- Delivering highlight films, feature films, or ceremony/speech edits (videography)
- Ensuring safe storage and backup of your files during the editing process

What You, as the Client, Are Responsible For

To ensure smooth coverage and the best possible outcome, clients are responsible for providing clear information and support during the planning process.

This includes:

- Confirming your preferred coverage start and finish times
- Providing a final wedding day timeline in advance
- Sharing key moments, priorities, and cultural or personal traditions
- Providing a list of important family group photographs
- Ensuring addresses, access details, and venue information are shared
- Informing your supplier of any timeline changes
- Making payments in accordance with the agreed contract

Clear communication allows your supplier to prepare properly and capture your wedding without unnecessary interruptions.

Key Details That Must Be Confirmed Before the Wedding

To avoid misunderstandings, the following details should be confirmed in advance:

Coverage & team

- Coverage start and finish times
- Number of photographers and/or videographers present
- Who will attend on the day

Style & approach

- Preferred photography and videography style
- Level of direction versus candid coverage

Timeline & logistics

- Full wedding timeline and key moments
- Travel between locations
- Time allocated for group photographs and couple portraits
- Golden hour portrait opportunities, if desired

Technical and venue considerations

- Venue access times
- Lighting conditions and restrictions
- Audio setup for ceremony and speeches (videography)
- Any venue-specific restrictions

Deliverables

- Estimated number of images
- Type and length of video edits
- Delivery format (online gallery, download, USB, etc.)
- Delivery timeframe
- How long files will remain accessible

Financial and contractual details

- Payment schedule and deadlines
- Overtime rates
- Travel and accommodation requirements
- Cancellation or postponement policies

Questions You Should Ask Your Photography & Videography Supplier

These questions will help ensure expectations are fully aligned and allow you to proceed with confidence.

Style & Experience

- How would you describe your photography or videography style?
- Can we view full wedding galleries or complete films?
- Are you experienced with our type of venue or cultural traditions?
- How do you balance natural moments with guided portraits?

Coverage & Team

- Who will be attending our wedding?
- How many team members will be present?
- What happens if you are unavailable due to illness or emergency?
- Do you work comfortably alongside other suppliers and camera teams



Timeline & Logistics

- What coverage duration do you recommend for our day?
- How much time should we allow for group and couple photographs?
- How do you manage timeline delays?
- Do you require breaks or meals during coverage?

Technical & Practical Considerations

- How do you manage low-light environments?
- How is audio recorded for ceremony and speeches?
- Do you bring backup equipment?
- Are there any venue requirements we should arrange in advance?

Deliverables & Editing

- Approximately how many images will we receive?
- What video edits are included and what are their lengths?
- Will images be delivered in both colour and black & white?
- Do you provide preview images or teaser films?
- Can small edits or revisions be requested?

Delivery & File Access

- When will our photos and films be delivered?
- How will they be delivered?
- How long will our gallery remain accessible?
- Can we download and share files freely?

Contracts & Policies

- What is the payment schedule?
- What are your overtime rates?
- What is your cancellation or postponement policy?
- Are travel and accommodation included?



Final Thoughts

When thoughtfully planned and professionally managed, photography and videography become a seamless and enjoyable part of your wedding experience.

By confirming expectations early, allowing sufficient time within your timeline, and maintaining clear communication, you can ensure your wedding is captured naturally and beautifully.

At Ilsa Events, we work closely with your photography and videography team to ensure they are fully briefed, supported, and aligned, allowing you to remain present in your wedding while every meaningful moment is preserved.

