



PHOTOGRAPHY
BY ASHLYN DUKE



Bridal & Wedding Guide

YAY! Thank you so much for allowing me to be your Wedding Photographer! It's a HUGE honor & I'm so excited to get to know you both, familiarize myself with your Wedding Day, and photograph the day to what I hope is beyond your expectations.



The Wedding planning process may seem long, daunting, and even stressful, but rest assured that you won't need to worry about your photos. Let this guide familiarize you with my processes as your Wedding Photographer from beginning to end!

THE PROCESS: The process with me as your Wedding photographer normally happens as follows...

You initially contact me with your Wedding date asking if I'm available. If I say yes, we move on to our pre-consult where you read over my contract, address any issues or questions you may have, and send your deposit! Pretty simple and then it goes quiet for a while! Take that time to focus on your other vendors and gathering all the details for the day - I'll need all that info later.

Then comes our actual consultation, but that doesn't happen until MUCH closer to your date! About 4-6 weeks before the big day. We'll meet up (or chat on the phone or video call) to have our consultation. That's when I'll take a ton of notes to familiarize myself with ALL of the details of your Wedding Day as well as your photographic wants and needs.

The day comes and I am there each step of the way capturing each moment. The day is over and I begin to edit your photos. You see preview pictures as the memories flood back and you smile, cry, laugh, or

a combo of all of the emotions. Within 6-8 weeks from your Wedding Day, the rest of your images are complete and you know that you will always have these memories of your wonderful day to look back on!

As You Start To Plan... Because I am the last Vendor you should meet with before our consultation, you will be doing most of your planning prior to seeing me!

Here is some information that will help to make the photos and the day run smoothly and keep to your timeline. This comes from EXPERIENCE, I've shot almost 150 Weddings, so I can help you plan accordingly.

Getting Ready / Detail / Pre Ceremony/ First Look

Pics: If you plan on having me photograph your details (dress hanging, your shoes, bouquet, details, and have bridesmaids with robes/PJs/etc) I will need to arrive

90 minutes prior to your ceremony.

Please have everything you'd like photographed for detail shots off to the side ready to go for me! This can include (but isn't limited to!) your shoes, veil, jewelry, perfume, rings, bouquet, invitation, vows, etc)

I should plan to arrive about 2 hours prior to the ceremony starting if you'd like to do a first look (can be with your fiancé, parents, grandparents, etc) with couple's portraits if wanted prior.



If you'd like to have bridesmaids and groomsman photos taken pre ceremony, I should arrive about 2.5-3 hours pre ceremony to make sure I have enough time to accomplish everything!

Every Wedding day is a little different and I'm happy to accommodate to how you envision the

day - these are just suggestions that normally work really well.

Receiving Line: When we have our consult, I will be asking if you plan to have a Receiving Line after the ceremony. This normally happens right after you're pronounced married and walk back up the aisle. You stop at the end and wait for your guests / greet / interact with them as they leave the ceremony area and make their way to the reception area. This is a GREAT opportunity to visit with your guests, but this can take time. It will all depend on your guest list. Normally Receiving Lines take about 30-45

minutes, but they can be longer depending on your guest list size.

Don't want a receiving line? You don't have to have one!!

All that I ask is that you hide after the ceremony for about 10-15 minutes while your guests disperse.

Family Formals: Other information that needs to be relayed to me is your list of family photos after the ceremony.

I will not need this list until the week of your Wedding!

(so please take your time while creating this list so you don't leave anyone out accidentally) This can be as general or specific (or a combination of both) as you'd like!



Providing me with this list ensures an efficient process of grouping and photographing your extended family! The list

should look as follows, with both names and relationship stated. I like to be relatable and not so stuffy during this process.

I average 2 minutes per group. Ideally, I like to keep Family Formals at or under 30 minutes..... meaning about 10-15 groupings total. If you need or have more family formals, **THAT'S TOTALLY FINE**, I just need to be aware to allow for ample time for the day.

PLEASE let your family and friends know that they need to stick around after the ceremony (and not head to cocktail hour right away!) for these photos. ****Also ordering your list so big group shots are first, then elderly, and then small kids before everyone else is a nice gesture****

Example of How to Write Your Family Formal List:

- Bride & Groom w/all Parents (Dan & Sue, Bob & Karen, Tony & Leah)
- Bride with her Parents (Dan & Karen)
- Bride & Groom with Dad & Stepmom (Dan & Sue)
- Bride with her siblings
- Bride & Groom with Bride's siblings & their significant others

Wedding Party / Couple's Photos: How much time do we need to accomplish this? This is one of my most asked questions! My "sweet spot" with a medium sized (under 10 total in the party) Wedding Party at one location is 45 - 60 minutes. If you have a larger Wedding Party and/or plan to want pictures at more than one location, at least 60 minutes is good, but up to about 90 minutes may be better. In this time, I will be able to capture multiple poses of your full Wedding Party, just Bridesmaids, just Groomsmen, Couple's Portraits, and any other groupings you'd like!

**One of my favorite things to photograph is golden hour / sunset photos of my couples! This gives another opportunity for more pictures of the two of you together in a really unique setting outside of your reception. I normally will grab you both during the reception for about 15-20ish minutes to accomplish these. While these photos aren't mandatory, it's a great add on that I'd be thrilled to photograph.

PRE CONSULT: The pre-consult is one of the simpler aspects of this whole process. During this period, you will give me your Retainer* and you'll review my contract and sign and date in agreement.

We can arrange to chat on the phone or video call if you'd like. If not, email works just fine! After this pre-consult,

your Wedding Day is permanently booked with me as your Photographer YAY!

The next step is your consultation (like I mentioned before, about 4-6 weeks prior to The Day!), but you need to do some homework first!



*A Retainer of \$500 is required for any Wedding Package I offer. If you decide to go the A La Carte, hourly route, 50% of your total is due. I accept Cash, Check, Venmo, PayPal, and also Credit Cards.

CONSULTATION:

Our consultation is one of the most important aspects of planning your Wedding from my viewpoint as your Photog.

Before we have this meeting, you must meet with ALL VENDORS (including but not limited to: the church, the officiant, wedding planner, catering, reception area, and your DJ).

When meeting with these vendors, make them aware of your wants/needs and the time frame that I am present and contracted to photograph. Also notify me of any vendors that have certain requests that I need to respect (example: no moving around to photograph during the ceremony).

Your DJ should have a general layout and timeline for the events of your reception too. When we meet, I will be taking notes of the entire layout and timeline of your day, so this information from all of your Wedding Vendors is VITAL.

I am not a “let’s see how it goes and play it by ear” Wedding Photographer (I’m also not this type of person in everyday life lol) so doing some extra work will help the day run so smoothly and will keep your vendors working cohesively together, which is a magical thing!

Due to needing so much information for our Consultation, we do not need to meet (or talk over the phone) until much closer to your Wedding. I personally like to meet anywhere from 4-6 weeks before. While I’d love to meet both of you for this consultation, only one is required to meet, sign, and discuss.

In addition to the layout and timeline of your day, I will

also be making note of any ideas/photos that are a must have for your Wedding. Photos like the “Groom’s face as his Bride walks down the aisle” or “photos of the rings” and “place settings at the reception” are an automatic given and don’t need to be addressed; but something more out of the ordinary like: a reveal before the ceremony or a sendoff with sparklers do need to be brought to my attention.

Extra Stuff! In addition to the timeline layout of your day, we will discuss my contract along with any questions or concerns you may have. You will also be able to view my Photo Albums! These Albums can help you decide on locations for your photos, any ideas or groupings you may like, and to possibly add on a Wedding Album to your package if there’s not one already included.



THE WONDERFUL WORLD OF

PINTEREST... Let's face it, we all (including myself) love Pinterest. If you find an idea online that you would like to recreate, please let me know either during your consultation or through email, text, Facebook message, etc. Please limit your selections to no more than 10.

You may also want to look on my website or online gallery for other photos/options that you'd like to incorporate in to your Wedding. This gives me a general idea of your style and does not offend me at all!

YOUR WEDDING DAY:

Rest assured that I will photograph everything that needs captured in a diligent and timely manner. I will help if needed in just about any aspect of your day (I've supplied bobby pins, helped zip dresses, pin the guys, you name it!)

WEATHER: If the weather isn't what you were hoping or planning for on your Wedding Day, take a deep breath, it will be OK! With over 10 years of experience and close to 150 Weddings photographed, rest assured that I will make the best out of what

I'm given! The best advice that I can give is to go with the flow and trust me as your Photographer.

****If there is any chance of rain in the forecast, I will bring/provide clear umbrellas for photos. I have 10 of them ready to go at our disposal! It's just another thing you don't have to stress about.**

PROPS: Props are a great addition to personalize your Wedding! While the possibilities are close to endless, they are your responsibility – I do not provide props. They can include: a thank you sign, sunglasses, flasks, balloons, your parents' wedding pictures, etc! Just let me know if you're planning on bringing and using props, so I can remind you to bring them with you when we take Wedding party pictures!



YOUR WEDDING IS DONE, NOW WHAT?

You're super excited to see these photos and I'm so excited to share them with you! Around 3-5 days after your Wedding, I will have some preview photos ready. These are just a handful (around 20-30 images) of what you will receive on your USB Drive/ Online Gallery. Unless otherwise specified, I will post your previews on my Photography page on

Facebook and tag you in them. Once your Facebook previews have posted, feel free to share your images, make them your profile picture and/ or cover photo, and tag your Wedding party. Please keep my watermark in the frame when changing your Facebook pictures. If for some reason you are unable to do so, please tag my photography page (ACD Photography - By Ashlyn Duke) in the description or comments. Want to post your previews on other social media platforms? Just use #ACDPhotography when posting.

I also understand and respect privacy in the age of social media. If you do not wish to have your previews on Facebook, please let me know and I will provide you a private viewing gallery.

About 6-8 weeks after your Wedding, I will re-contact you to let you know that the rest of your images are complete! From there, your USB will be either mailed or dropped off to you.

WHAT DO I RECEIVE? If you purchased one of my Wedding Packages, your images will be put on to a USB drive. If you purchased your Wedding photography hourly, in the A La Carte Section, your images will be available for download in an online gallery. No matter what option you purchased, you will ALWAYS receive a print release with your images. These images are hand retouched by me and include: color and lighting correction, blemish removal, and straightening/cropping

of your images if needed. About 15-20% of your retouched color images will be duplicated and edited. This includes: black & white, sepia, vintage, and more.

ONLINE GALLERY: All of your photos will be uploaded to my Online Gallery (*located at www.acdphotography.smugmug.com*) for mass viewing and sharing. This is the easiest way to share your images with family, friends, and Wedding guests. If you would like the gallery to be password protected, please let me know and I would be happy to add that option for you at no extra charge.

All of my Wedding packages/options include an Online Gallery for your Wedding!

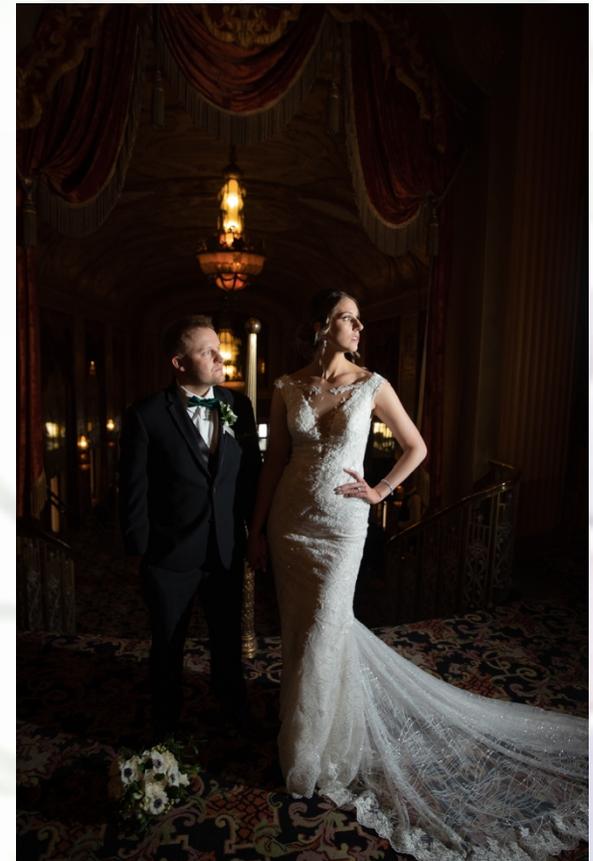


PHOTO ALBUMS: A Photo Album is another addition to your Wedding that is a vital purchase. An Album ensures that your photos do not just stay on your USB Drive. My Wedding Albums tell the story of your Wedding from beginning to end and the photos are printed right to the pages in a beautiful themed hardcoverbook.

I offer a 25 Hardcover 8x8 Album for \$150 or a 75 Page 10x10 Hardcover Album for \$300.

Examples will be brought with me during our consultation and I'm happy to send you photos of the Albums too!

SOOOO that's everything! A little much, I know, but it is so important that everyone is on the same page and I want



to make sure your photographic wants and needs are totally covered.

I will be behind the scenes capturing the beautiful moments of your Wedding Day. There's no need to worry about posing, groupings, or keeping time. With my notes from our consultation, rest assured that everything will run seamlessly and it will be the best day ever!

If you ever need ANYTHING, please reach out! My job is to help you and I want to do exactly that.

~Ashlyn

