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| **Task** | **Notes** |
| \*Names of Bride & Groom: |  |
| \*Contact Number(s) & Email(s) |  |
| \*Event Location(s): |  |
| \*Home Address: |  |
| Arrival & Departure Times: |  |
| Name of the Photographer: |  |
| Name of the Coordinator: |  |
| Package + Additional Items  |  |
| Ceremony: In full? Any readings? Mic? |  |
| Speeches: In full? Who? Microphone? |  |
| Anyone / anything to capture in particular?  |  |
| Any sensitive things to avoid? |  |
| Meals offered to videographers? |  |
| Contract Signed? |  |
| Where did you hear about us? |  |
| Schedule  |  |