Wedding Photography Workflow Checklist

A practical guide from enquiry to gallery delivery.

01. ENQUIRY & QUOTE

- [ ] Record names, date, venue and contact details
- [ ] Ask about important moments and coverage preferences
- [ ] Check availability and send a clear package quote

02. BOOKING

- [ ] Confirm written terms and booking payment
- [ ] Record agreed hours, team and deliverables
- [ ] Send confirmation and the next planning step

03. PLANNING

- [ ] Confirm timeline, addresses and key contacts
- [ ] Review family group photographs and special requests
- [ ] Coordinate second photographer or video team if applicable
- [ ] Check travel routes, parking and venue restrictions

04. EQUIPMENT

- [ ] Charge bodies, flashes and spare batteries
- [ ] Prepare formatted memory cards and backups
- [ ] Check lenses, cables, straps and weather protection

05. SHOOT DAY

- [ ] Arrive according to the confirmed timeline
- [ ] Cover key moments with agreed priorities
- [ ] Check critical camera settings throughout the day

06. BACKUP

- [ ] Create separate copies of all original files
- [ ] Verify the copies can be read before clearing cards
- [ ] Keep an off-site or separate-location backup where possible

07. EDITING

- [ ] Cull and organise the image selection
- [ ] Apply consistent editing and quality review
- [ ] Export agreed resolutions and check files

08. DELIVERY & FOLLOW-UP

- [ ] Build and test the client gallery on mobile
- [ ] Check access, privacy and download settings
- [ ] Send the delivery message with clear instructions
- [ ] Record completed delivery and archive responsibly

Make the workflow your own. Never delete originals until verified backups exist.