



Photographer and Videographer's Schedule
 Birthday / Sweet 16 / Quicenera Information
 (Please Print)

Corporate Office
 300 Enterprise Lane
 Colmar, PA 18915
 Phone: 215-572-8900
 Fax: 215-822-7089
 Email: photography@mjsphotostudio.com

Event Day		Event Date
Name		Nickname
Address		
City		
State	Zip	
Home Phone () -		
Mother's Work Phone () -	Father's Work Phone () -	
Mother's Cell Phone () -	Father's Cell Phone () -	
E-mail	E-mail	

Are you having a Candle Lighting Ceremony <input type="checkbox"/> yes <input type="checkbox"/> no
List tables you want photographed. Please note that any tables taken must be purchased in addition to Contract agreement. _____ _____
Sit down or Buffet _____
Please note: It may be impossible to Photograph tables if there is a buffet. Please check with the Studio.
Any restrictions photographing family? _____ _____ _____

Religious Coverage Will formal portraits be taken at this time? Yes No
 (If so, please add 1/2 hour to the coverage)

Date of coverage ____/____/____	Time of coverage ____:____
Place _____	Address _____
City _____	State _____ Zip _____

Reception Coverage

Place:	Number of Guests
Address	Phone:
City	State Zip
Photographer's Start ____:____ to ____:____	(1 Hour before Cocktails)
Cocktail Hour Times ____:____ to ____:____	
Reception Times ____:____ to ____:____	
Time Photographer may leave ____:____	Orchestra or D.J.

Comments:

**Please allow 30 minutes for Photographer's time at the religious coverage.
 The better informed we are beforehand, the smoother your event will be that day!**



Photographer and Videographer's Schedule
 Birthday / Sweet 16 / Quincenera Information
 (Please Print)

Corporate Office
 300 Enterprise Lane
 Colmar, PA 18915
 Phone: 215-572-8900
 Fax: 215-822-7089
 Email: photography@mjsphotostudio.com

Photography - Family Groups

Birthday	Mother's Grandparents
Mother	Father's Grandparents
Father	Mother's Sister or Brother & Family
Birthday's Sister or Brother & Family	Mother's Sister or Brother & Family
Birthday's Sister or Brother & Family	Father's Sister or Brother & Family
Birthday's Sister or Brother & Family	Father's Sister or Brother & Family
Mother's Parents	Other Special People or Groups
Father's Parents	Other Special People or Groups

REQUESTED SHOTS WITH GUESTS

List here all Family and Friends outside of the Immediate Family with whom you would like posed photographs.
 (i.e. Grandparents, Uncles, Siblings, Children etc.)

List in Order of Importance

Studio Use

- _____ Special Request _____
- _____ Special Request _____
- _____ Special Request _____
- _____ Special Request _____
- _____ Special Request _____
- _____ Special Request _____
- _____ Special Request _____
- _____ Special Request _____

Please note the photographer will do everything they can to fit in all requests; *But not all Shots are Guaranteed!
***It will be your responsibility that day to make sure the photographer is informed as to who the important family and friends are!**

VIDEO INFORMATION CHECKLIST
 This information helps our videographer and editors
 create your video as you envisioned it.

Have I included the invitation?	<input type="checkbox"/> yes <input type="checkbox"/> no
Have I included and numbered the growing up pictures?	<input type="checkbox"/> yes <input type="checkbox"/> no
Can we videotape the ceremony?	<input type="checkbox"/> yes <input type="checkbox"/> no
Interviews at cocktail hour?	<input type="checkbox"/> yes <input type="checkbox"/> no
Interviews at tables?	<input type="checkbox"/> yes <input type="checkbox"/> no
Strobes or slow motion during dancing?	<input type="checkbox"/> yes <input type="checkbox"/> no
Special effects and inserts?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is there anyone else at the Birthday that we should be aware of? _____ _____	
Table Shots? If only some, which ones? _____ _____	

PLEASE READ

Everyone here at MJS Studios wants your day to be perfect. In order for us to ensure you get the best out of your photography there are certain things that we ask for you to keep in mind leading up to and throughout the day.

- The photographer will require cooperation from you and your guests. This is important for posed shots to look their best.
- Lateness and lack of time will affect how many shots the photographer will be able to take; such factors are beyond their control, so let them know what shots are important to you if you think you might run out of time.
- The photographer can only use the location settings that are available that day, i.e. if you do not like the wallpaper at one of your sites, it will not be the photographer's responsibility to provide a new backdrop so please plan accordingly.



Photographer and Videographer's Schedule
(Please Print)
Birthday / Sweet 16 / Quincenera Information

Corporate Office
300 Enterprise Lane
Colmar, PA 18915
Phone: 215-572-8900
Fax: 215-822-7089
Email: photography@mjsphotostudio.com

Studio Use	Check Here	At Religious Coverage: Poses indicated may be taken in addition to those set by the Clergy.
_____	_____	Birthday with Parents looking at camera
_____	_____	Birthday with mother looking at camera
_____	_____	Birthday boy shaking hands with Father or girl and father looking at each other
_____	_____	Birthday and father looking at camera
_____	_____	Birthday and Sisters and Brothers
_____	_____	Birthday and Family standing by temple looking at camera
_____	_____	Clergy blessing Birthday
_____	_____	Special Request _____
_____	_____	Special Request _____
_____	_____	Special Request _____
Portraits and Family Groups		
_____	_____	Birthday boy or girl alone
_____	_____	Birthday and Mother
_____	_____	Birthday and Father
_____	_____	Birthday and Parents
_____	_____	Parents alone
_____	_____	Mother alone
_____	_____	Father alone
_____	_____	Birthday and Sisters and Brothers
_____	_____	Birthday Sister or Brother: Name _____
_____	_____	Birthday Sister or Brother: Name _____
_____	_____	Birthday Sister or Brother: Name _____
_____	_____	Birthday and Mother's Parents
_____	_____	Mother's Parents alone
_____	_____	Birthday and Father's Parents
_____	_____	Father's Parents alone
_____	_____	Birthday and Mother's Grandparents
_____	_____	Mother's Grandparents alone
_____	_____	Birthday and Father's Grandparents
_____	_____	Father's Grandparents alone
_____	_____	Birthday Immediate Family (Bar/Bat, Parents, Sisters and Brothers)
_____	_____	Birthday Immediate Family with Grandparents (and Great Grandparents)
_____	_____	Mother's Sister or Brother & Family: List _____
_____	_____	Mother's Sister or Brother & Family: List _____
_____	_____	Mother's Sister or Brother & Family: List _____
_____	_____	Father's Sister or Brother & Family: List _____
_____	_____	Father's Sister or Brother & Family: List _____
_____	_____	Father's Sister or Brother & Family: List _____
_____	_____	Father's Sister or Brother & Family: List _____
_____	_____	Other Special People or Groups: List _____
_____	_____	_____
_____	_____	Special Request _____
_____	_____	Special Request _____
_____	_____	Special Request _____

Studio Use	Check Here	At Reception
_____	_____	Cocktail Room
_____	_____	Place card table
_____	_____	Sign-in Board
_____	_____	Reception Room
_____	_____	Cake Photograph
_____	_____	Individual table
_____	_____	Cocktail Hour Candid Shots
_____	_____	Parents entering room
_____	_____	Sisters and Brothers entering room
_____	_____	Birthday entering room
_____	_____	Candle Lighting Ceremony: Please indicate the number of candles to be lit _____
_____	_____	Blessing
_____	_____	Toast
_____	_____	Birthday Welcoming Speech
_____	_____	Birthday dancing with Mother / Father
_____	_____	Parents dancing
_____	_____	Mother's Parents dancing
_____	_____	Father's Parents dancing
_____	_____	Others you wish photographed dancing: Please List _____
_____	_____	_____
_____	_____	Parents toasting each other at table
_____	_____	Parents greeting their guests at the tables
_____	_____	Tables:
_____	_____	Birthday table: Please list number _____
_____	_____	Parent's table: Please list number _____
_____	_____	Other tables: Please list numbers and supply a room diagram showing table #'s
_____	_____	Group dancing
_____	_____	Cake Cutting
_____	_____	Buffet table as guests are being served (if available)
_____	_____	Candy Cart with Birthday (if available)
_____	_____	Dessert table with guests being served (if available)
_____	_____	Sundae Bar with Birthday (if available)
_____	_____	Fun pictures of children
_____	_____	Other candid photographs requested: Please list _____
_____	_____	_____
_____	_____	Birthday waiving goodbye
_____	_____	_____
_____	_____	NOTES: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please note the photographer will do everything they can to fit in all requests; *But not all Shots are Guaranteed!
***It will be your responsibility that day to make sure the photographer is informed as to who the important family and friends are!**