

Reception Shot List

Details first, before anyone walks in and moves a chair. Then the scheduled moments, then the room.

COUPLE	DATE	VENUE	COVERAGE ENDS
--------	------	-------	---------------

Two things that decide how this goes
The empty room has a window of about ten minutes — between the vendors finishing and guests arriving. If your photographer isn't in the room then, the detail shots either don't happen or happen with a half-eaten plate in frame. Ask your coordinator when that window is. **And tell your photographer when coverage ends**, because everything you want after that — the exit, the last dance — has to be moved earlier or paid for.

EMPTY ROOM & DETAILS

- ☐ Wide shot of the full room, lights set
- ☐ Place setting, close
- ☐ Centerpieces and table florals
- ☐ Menus, place cards, napkin details
- ☐ Seating chart or escort card display
- ☐ Head table or sweetheart table
- ☐ Cake, uncut, from two angles
- ☐ Dessert or late-night table
- ☐ Bar and signature drink signage
- ☐ Guest book, favors, gift table
- ☐ Photo booth or activity setup
- ☐ Band or DJ setup, dance floor empty
- ☐ Lighting, draping, ceiling installs
- ☐ Any signage you paid for
- ☐
- ☐

SCHEDULED MOMENTS

List these in your actual running order and give the order to the photographer and the DJ. Most missed reception shots are timeline problems, not photography problems.

- ☐ Wedding party entrance
- ☐ Grand entrance
- ☐ First dance — wide, close, from behind
- ☐ Welcome toast
- ☐ Parent dances
- ☐ Toasts — speaker **and** the couple's reaction
- ☐ Dinner service
- ☐ Cake cutting
- ☐ Bouquet or garter toss
- ☐ Cultural traditions (list yours)
- ☐ Last dance
- ☐ Exit or send-off
- ☐
- ☐

RUNNING ORDER — FILL THIS IN WITH YOUR DJ OR COORDINATOR

TIME	MOMENT	WHO NEEDS TO BE TOLD

PEOPLE & CANDIDS

- ☐ Couple's first look at the reception room
- ☐ Guests finding their seats
- ☐ Couple greeting tables
- ☐ Table shots (list which, below)
- ☐ Grandparents
- ☐ Kids on the dance floor
- ☐ Packed dance floor, wide
- ☐ Dance floor, close and candid
- ☐ Couple stealing a quiet minute
- ☐ Vendors in action — band, chef, planner
- ☐

TABLE SHOTS — NAME THEM

Table shots eat 45 seconds each and only work if someone knows which tables. Pick the ones you'd want on the wall.

- ☐
- ☐
- ☐
- ☐

AFTER DARK

- ☐ Night portrait outside the venue
- ☐ Sparkler, confetti or glow-stick exit
- ☐ Getaway car
- ☐

WHY RECEPTIONS OUTGROW PAPER
The reception runs late more often than not, and the running order you printed is the first thing to change. **Shot List Planner** keeps the list and the running order together, in one version your photographer, DJ and coordinator are all looking at — change it at the reception and it's changed for everyone. Start yours at shotlistplanner.com.