

# Amy & Jordan's Wedding Workflow Checklist

## **Pre-Wedding**

- ☐ Send invoice & contract in Honeybook
- ☐ Send suggested [timeline](#) to wedding planner
- ☐ Schedule engagement session
- ☐ Mail [Style Guide](#)
- ☐ Send questionnaire to bride and groom (30 days before)
- ☐ Send client gift (two weeks before)
- ☐ Skype with bride and groom (week of wedding)

## **Post-Wedding**

- ☐ Cull wedding
- ☐ Back up images
- ☐ Import images to Lightroom and render previews
- ☐ Edit and post sneak peek on social media
- ☐ Edit faves for blog
- ☐ Post blog
- ☐ Post about blog on social media and tag all vendors
- ☐ Finish full edit in Lightroom
- ☐ Upload all images to online gallery and organize day by category
- ☐ Email the completed gallery to the bride and groom
- ☐ Email the completed gallery to all vendors
- ☐ Back up full gallery of images
- ☐ Submit wedding for publication
- ☐ Begin album process (if applicable)