

The Process

Because we know how involved this process can be, we want you to know exactly what to expect.

- 1. Consultations are by appointment only so please call before visiting. You are more than welcome to bring family & friends.**
2. Visit the studio to view portfolios and Collections. Meet with the photographer to discuss your event and ask any questions that you may have.
- 3. We have a limited number of dates per year and many book rather quickly. We cannot reserve a date without a signed contract and a retainer. In all fairness to other brides, we cannot call and let you know if someone else is interested in your date.**
4. Once you have determined which collection suits your needs, the agreement is signed and delivered back to the studio with the required one-third retainer. The date is reserved upon receipt of the contract & retainer. Payment options include personal checks, MasterCard, Visa or American Express. This is a great time to schedule your complimentary Engagement portrait session!
- 5. The Second payment is due 120 days before your event. This is the deadline to schedule a complimentary engagement portrait session. We will also need an invitation, directions and the completed data sheet.**
6. We require final payment to be made no later than thirty days prior to the event as well as a schedule of the wedding day and requested formal portraits.
- 7. On the day of the event, the photographer will be responsible for posing, lighting and equipment for your selected level of coverage. We cannot be held responsible for persons missing from the formal portrait session. Please notify your family at the rehearsal dinner.**
8. Within four to six weeks after the event you will be requested to make an appointment for an album consultation to view the Master original presentation in the studio, design your album, pick up your workbook, contact sheets and sign releases. Out of state clients may arrange to have them shipped.
- 9. Your workbook will include color contact sheets, a sample storyboard, Family Album storyboards, print order forms and instructions. The Master presentation originals will be used in the final album**
10. After you review your images, create a mock up album and place an order for loose prints, the Studio will estimate any additional cost. After the estimation is complete, we require a payment to begin production.
- 11. Album and prints will be available for pick up 120 working days after the final order has been placed and provided the final invoice has been paid. Orders with retouching, black & white and Panoramas may take a little longer.**
12. Negatives become available for purchase twelve months after the event provided the statement has been paid and there are no outstanding orders.

Someday you will call Missy to photograph your baby's portraits!