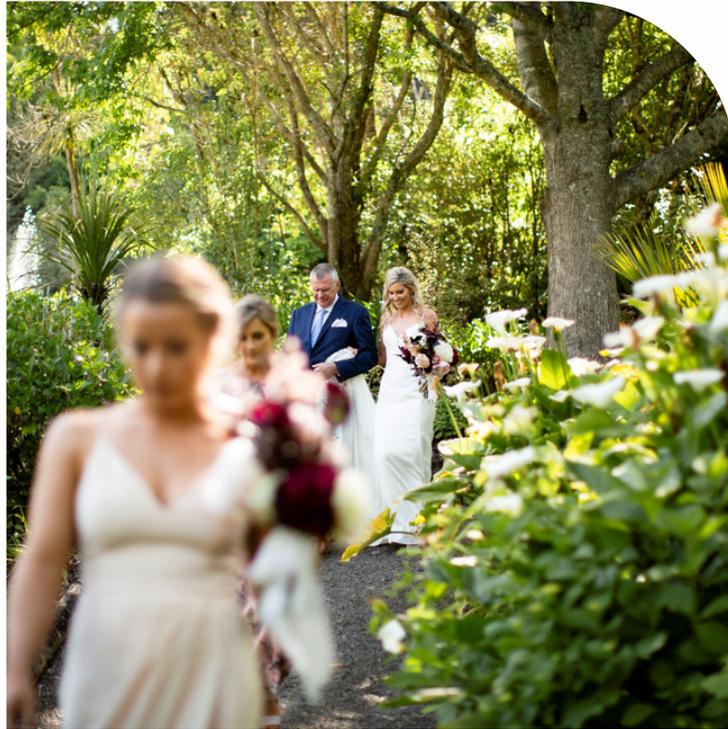


Photographer/Videographer Information Pack



So much to remember....



So you have been asked to be the Photographer for one of our awesome couples. Congratulations.

Sometimes we have photographers that have yet to shoot a wedding at our venue so we thought to create a booklet to help you in your role and to not overwhelm our awesome couples with information they do not need to remember. They just need to think about themselves and each other on this special day

Within this booklet you will find information on key times for the venue which we relay heavily on our photographers to be aware of, as well as a venue map so that you know where to move around the venue on the day.

The owners of Bridgewater, Tracey and Justin will be around at the venue for the full event and if you forget anything, we are here to help. in the meantime, if something is not mentioned here, or you need further information please do not hesitate to reach out to Justin on 0274 798 107

On Arrival



Other than taking photos of the couple, the other key job for the day is to keep everything running smoothly and to schedule. To do this, we have listed a few tips below:

Become familiar with the schedule that the couple has agreed with the venue. Ask for this schedule the week before the wedding (in case any changes were made during the venue planning meeting)

Become familiar with the venue and how the couple and the guests will move around the venue. If you have not been to Bridgewater before, feel free to book a time to visit prior to the event. Use link below to book a time.

<https://meetings.hubspot.com/bridgewaterestate/vendor-visit-with-already-booked-couple>

Please come and ask for Justin Button if you have any questions. If he isn't around his mobile is
0274 798 107

Jobs to Cover

SCHEDULING

Sticking to the schedule is an important job for the Photographer (assisted by the couples MC) The venue and the couple have agreed on a schedule during the final meeting to ensure it can all run smoothly for both parties.

The venue has advised the kitchen on timings so it is essential that timings are followed as food will be presented at the time we have agreed. If you are running behind schedule this will compromise the quality of the food. Please advise maitre'd if things are not going to plan while taking the couples photos around the venue.

VENDOR MEALS (IF APPLICABLE)

During the couples planning meetings with the venue, we would have been advised if they will be providing their vendors a meal during the event. If you are lucky enough, your couple has covered your meal.

if so, our maitre'd will come and see you once all the guests meals have been served and will either hand you your plate (if it is buffet style) so that you go up to the buffet station, or hand you one of the Set Meals if it is a Seated Menu.

Typically vendors will choose to sit over on the tables by the pool so they can keep an eye on the reception events or they will sit in the sunroom. Either option is suitable.

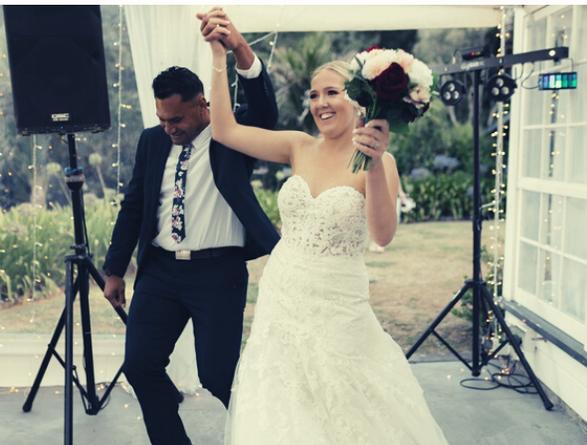
Please do not request for your meal to be served before the guests as this will not happen.

BELONGINGS

Our expectation is that the photographer/videographers bring all their items that require for the day, including chargers etc. The venue will not be able to provide any support in this domain.

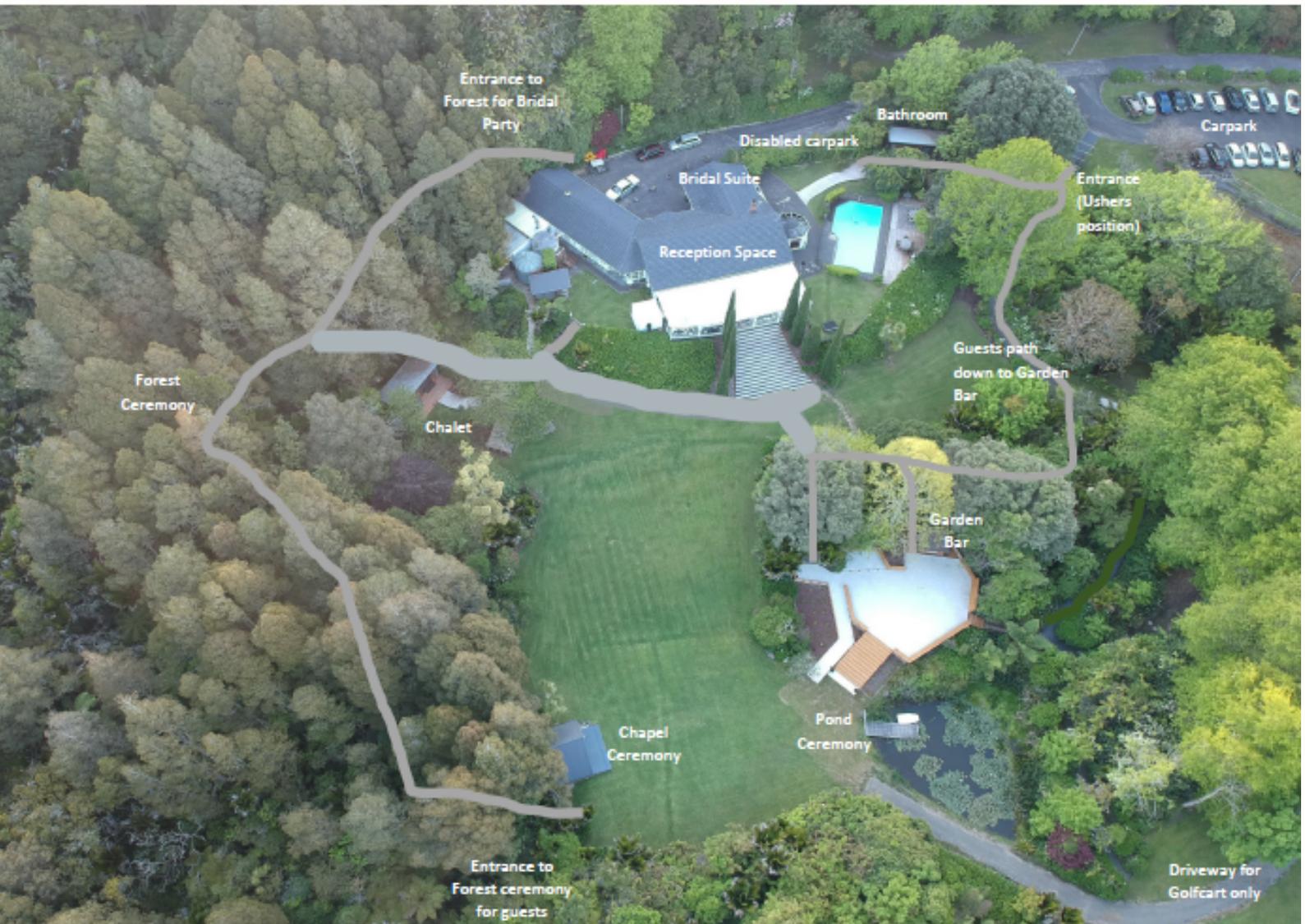
For Videographers, we have an Audio Out Plug for both the Forest ceremony space and the Reception area. If you want to use these, please supply the XLR Audio Out Cable

You are welcome to place all your camera bags in the corner of the sunroom (in the reception space) so that they are tucked out of the way from the guests to trip up over.

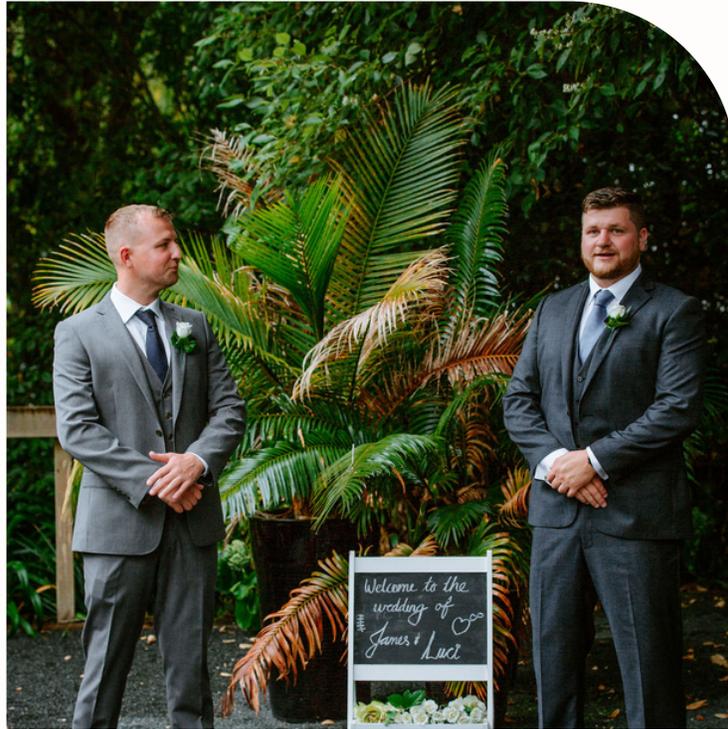


The Venue

Below we have put together a map looking down at the venue so that you know where the key areas are to be able to help capture the event.



That's all folks



We hope that you found this booklet helpful and that it helps prepare you for the main jobs you are looking after.

However please note that your couple may have instructed you additional jobs throughout the day so please ensure you have had a good debrief with them.

If you do have any additional instructions, feel free to write this on the last page so that you have everything in one document.

Thank you for being part of this special day and with all of us prepared the wedding will be a great day!

Additional Jobs

Additional Task #1

Additional Task #2

Additional Task #3

Additional Task #4