

WELCOME TO THE

# Ivy House family

## office hours

I believe every business owner deserves to run a business that blesses her life and keeps meaningful moments prioritized (aka—when she's snuggling on the couch, watching a movie with her little ones and hubby, her phone is tucked away and she's not responding to client emails). I believe in the value of being present in every moment, which means I do my very best to be completely present in my family moments and in my work family moments. I want everyone to be able to get the best of me.

Because many of my weekends are taken up photographing weddings, I keep my work hours and family hours very separate, so I can focus on my family when I'm with them and focus on you when I'm with you.

During your project, our communication through Honeybook is easiest because everything is organized there, and this helps me serve you in a superior way.

If you've reached out to me outside of my office hours above, please know that I will get back to you as soon as possible within that time frame. My full focus, commitment, and passion poured into your response.

We also can schedule calls and zoom meetings for lengthier matters

#### I work Monday-Friday from 7am to 5pm Central Time

## client portal

Now that you've booked (hooray!), I'll get you set up in my online client and project management system, Honeybook. You're gonna love this platform as it keeps everything super organized and uncluttered; I need a lot of that in my life.

Honeybook is super easy to use. There are no extra downloads and nothing that requires extra time.

You will receive all communication right into your inbox and only have to click a link to find what you need.

Please give me 1-2 business days to get this set up, and you will receive an email, and we will go from there.



#### ALL OF YOUR MUST-KNOW INFO AND TIPS IN ONE PLACE

Okay—let's talk about the FUN stuff. Yes! This is what I love. Figure out your vibe and what you want. Find something that brings y'all's personalities to light.

Have your outfit changes ready. I will have a portable changing station. I would suggest bringing a bag to put all your stuff in, especially if you have props. I would also suggest bringing a different pair of shoes in case we have to walk far in.

#### BEFORE YOUR SESSION:

**Brides:** This is about y'all. Dress in something that you feel comfortable in. Take into consideration of location. If there is a lot of green, I would opt for a different color. Rest easy-you're going to look amazing.

For Bridals pictures make sure to bring someone with you, this is to help touch up makeup, hold flowers, etc.

For engagement photos, I will show your poses and give you homework for the big day. Yes, homework.

**For Grooms:** Brides, I'm speaking to you really LOL. If your soon-to-be hubby is feeling a little less than thrilled about the upcoming shoot, bribery works well (wink wink). Let him know we won't be doing stiff fake poses. He will be able to relax, have fun with his bride-to-be, and be himself. I promise I don't bite and we're going to have fun. he's already the MVP for showing up!



wedding day

IT'S FINALLY HERE

We made it-You're getting married. First, relax and breathe. This day is supposed to be fun, and what were going to do is have fun.

When I arrive, I will start with details. I will walk in and ask for your detailed bag. In this bag, you will have invitations, perfume, rings, etc., and anything that means something to you. I'll take your dress and details and take photos of them. The groom needs a detailed bag as well.

If you have a coordinator, usually, they will create a timeline, and I can be in contact with them to help with anything. If you don't have a coordinator, we will work out all of the details and fine-tune your timeline into a well-structured, magnificent rhythm.

I will also need your family shot list. I will supply in the folder a family shot list. Put this in your detail bag

enjoy the day

That's what I want you to do. All of the hard work has been done. Today is your day to celebrate and be with the ones you love. Let me take the lead and capture you in your element. You'll have already figured out your style, so now is the time to smile and just be YOU.



## frequently asked questions

#### What do I do in the case of bad weather for our engagement or Bridals?

I will determine if the weather is bad enough to reschedule. I will typically wait until the day of the session to call it. Weather can fluctuate quite a bit, even just a few hours before the shoot. I do not reschedule just for clouds or gloomy weather (those are the best pictures). I might suggest bumping your session time up a bit, but you'll stay in the loop.

#### When will I recieve the photos

3-4 days after the engagement session, 1-2 weeks after Bridals, and 6-8 weeks after the wedding.

#### How will I recieve the photos

I use a website called Pic-Time, and I will send you a link, and you will be able to download them directly from there. If you want a flash drive

#### What is your Wedding Day style?

I'm both discrete (in the background, trying to go unnoticed as I snap details and candid moments) and interactive (managing the timeline and taking command as we do posed family and bridal party portraits or laughing with you on the dance floor as I capture you and your best people having the time of your life

### If my wedding is canceled due to unforseen circumstances, would I get a refund for payments already made?

All deposits/retainer fees are non-refundable. Sessions that have occurred prior to the cancelation will be pro-rated in return. All payments are final, and no payments will be returned if the wedding is within two months from the time of cancellation.

Where is the best place to print my pictures? www.mpix.com





videography and photo-tooth

WE DIDN'T FORGET ABOUT THEM

#### VIDEOGRAPHY

Whoop! Who can't wait to relive their best day by snuggling up and streaming their video on the big screen?

The turnaround on videography is 8-10 weeks. The reason is that I get the honor of watching the whole day again. It's my favorite thing to do, but it's very, very tedious, and I want it to be the best, by finding the best clips is like working the wedding twice.

If you have us booked for all three services, we take the stress out of makings sure it's covered, and someone will be there.

#### PHOTO-BOOTH

I just need a few things from you closer to the date. I need you to email me a copy of your invite and the colors and backdrop.

Your time starts from the first picture taken and runs until the end of your contract duration.

We love to have fun, but sometimes there's a little too much fun. If there is an open bar, please let us know. One of our rules is that if the backdrop falls three times, we pack it up.

## how about them vendors

#### Here are a list of vendors we love to work with

Ivy's Flower Patch Tenors Flowers

Howers

Nola Live Painting by Kristen Schenck Asia Ardoin Creations & Design

live paintings

Cakes

Sweet Maines Macarods (macarons) Cake That A Signature Event

decorations

Coordinators

Morgan Rae Events Weddings by Allie Allons Weddings Ohana Mama (signage)

photo-booth

**Ivy House Productions** 

Specialties

D.J. Shaggy

Duo Beats

**MOJO** Audio

