

Before you hand off the list

A free one-page check for couples arranging family portraits. Use your photographer's process first.

Names, not just relationships

Could a helper recognize exactly who belongs in each photo? Write names beside every group.

A real meeting point

Confirm the location, arrival time and backup plan with your photographer before notifying guests.

Someone who agreed to gather people

Choose a helper who knows the guests. They gather; the photographer directs.

A priority and an agreed window

Separate must-have and optional requests. Let your photographer judge the time needed.

A way to know who can leave

List every group each person is needed for. An unresolved group means they may still be needed.

One current copy

Add a version or date. Replace old copies if anything changes. Keep private family details out of shared sheets.

Message you can copy

Hi [name], we would love you in our family photos. Please meet at [exact place] at [time]. [Helper] will find your group. Please check with them before leaving the photo area so we can confirm whether you are needed again. Thank you!

Want a structured handoff? The Scope & Follow Wedding Photo Helper Kit includes named-group sheets, an attendance map, a helper run card, example entries and messages. This checklist works independently; no purchase is needed to use it.