

Could Someone Cover Saturday

A 12-point continuity scorecard for independent wedding photographers and small studios

Use this quick check before the emergency. Mark Yes only when another trusted person could locate and use the answer without calling you. Use internal booking IDs and secure-location references. Do not write passwords, client contracts, private gallery links, payment data, or medical details on this scorecard.

#	Readiness check	What Yes means	Yes	No
1	One named coordinator	A named primary person and alternate know that they hold this role.	☐	☐
2	Verified activation route	The coordinator knows how to verify that help is needed and when not to act.	☐	☐
3	Current wedding register	Every booked wedding has an internal ID, date, city, and current status.	☐	☐
4	Two coverage routes	Each wedding in the next 90 days has a primary and secondary route or a dated action.	☐	☐
5	Recent confirmations	Backup availability boundaries and contact routes were reviewed recently.	☐	☐
6	Event handoff records	Timelines, planner routes, requirements, and coverage hours can be located securely.	☐	☐
7	Client communication boundary	The coordinator knows who may contact clients and what can truthfully be said.	☐	☐
8	Production queue	Every active edit, gallery, album, or print has a stage, deadline, and owner.	☐	☐
9	Verified file backups	Originals and active project files have a tested backup route.	☐	☐
10	Secure emergency access	Credentials use a documented delegated or emergency-access feature, not a shared file.	☐	☐
11	Offline activation page	The coordinator can reach a current dated copy if the main system is unavailable.	☐	☐
12	Rehearsal	The coordinator has completed a timed practice without owner coaching.	☐	☐

Score

Give yourself one point for every Yes. A score is only a snapshot; a single missing item can still matter more than the total.

10-12	Rehearse it	Run a timed rehearsal and fix anything the coordinator cannot locate or explain.
6-9	Build the handoff	Prioritize the next 90 days, two coverage routes, the production queue, and secure access.
0-5	Start with the next wedding	Name the coordinator and document one event end to end before expanding.

Your first three actions

1. _____
2. _____
3. _____

Turn No into action

Priority	Start here	Finish when
1	Name the coordinator and activation verifier.	Both roles and contact routes are recorded and acknowledged.
2	Document the next wedding end to end.	Two coverage routes and all secure-location references are current.
3	Map active production.	Every open job has a stage, deadline, owner, and verified backup state.
4	Run a practice activation with fictional data.	The coordinator completes the route without owner coaching.

Want the complete working system?

The full Covered Saturday kit adds the editable continuity playbook, wedding handoff cards, backup roster, production queue, communication scripts, action log, and macro-free dashboard. It is designed for one photographer or one small studio to adapt before an emergency.

This free scorecard is an operational planning aid, not legal advice, insurance, a contract, or a guarantee of substitute coverage.