

# Alaska Wedding Videos

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## PRE-WEDDING

Material--Needed two weeks before your wedding.

I need the:

- \_\_\_\_\_ BALANCE send check or credit card information (below)
- \_\_\_\_\_ DIRECTIONS to the dressing location(s) if being covered, the ceremony and reception. Written directions are very important as I send copies to give to my assistants.
- \_\_\_\_\_ INVITATION
- \_\_\_\_\_ PLANNING GUIDE complete the enclosed planning guide and return.

Balance can be paid with your Credit Card.

To pay with credit card, I will send you a PAYPAL E-MAIL BILLING.

\$\_\_\_\_\_ Balance Due

EMAIL Address\_\_\_\_\_

## Remember

1. CEREMONY ARRANGEMENTS: I am naturally very unobtrusive and will not distract you or your guests while videotaping your ceremony. I often attend the rehearsal and can speak with clergy about their video restrictions. Please ask the officiating clergy if I can videotape in such a way as to be able to see your faces during the ceremony. They are often more open to accommodating you and your special requests than accommodating me.

2. ATTENTION GROOM: I will be putting a wireless microphone in your boutonniere about 15–30 minutes before the ceremony. This is very important to properly record audio during the ceremony. Please do not turn it off after I put it on you. Nothing you say in this microphone prior to the ceremony will be recorded.

It will not be amplified throughout the church at any time.

Once the ceremony begins, it will be recorded only on video. Feel free to say all the beautiful things you naturally would say to your bride during the ceremony. I will remove this microphone right after the ceremony.

3. PROVIDING A MEAL: From the time my assistant and I leave my studio, to the time we return, is typically 8 or more hours. A courtesy meal for us will be very much appreciated. If you are having a sit-down dinner, please do not pay for us to sit at a table with your guests. If you are having a buffet, we can help ourselves to a meal. It is important for us to eat as needed so we are free to videotape you as you visit your guests at their tables. We don't want to miss anything.

Please contact me if this is a problem or if I need to bring meals.

Thank You.

**WEDDING VIDEO PLANNING GUIDE**

Please complete and return at least two weeks prior to wedding.

Date of Wedding \_\_\_\_\_

Hours of Coverage from \_\_\_\_:\_\_\_\_AM/PM to \_\_\_\_:\_\_\_\_PM

NOTE: Hours of coverage must start at least one hour before ceremony.

Name of Bride as you want it to be on video\_\_\_\_\_

Name of Groom as you want it to be on video\_\_\_\_\_

Time Ceremony to Begin at: \_\_\_\_\_

Time Reception Scheduled to End at: \_\_\_\_\_

Ceremony Location \_\_\_\_\_

Reception Location \_\_\_\_\_

Does video coverage start at bride's home or other location?

\_\_\_\_\_

If yes, where and when?\_\_\_\_\_

If video starts at other location than ceremony, coverage must start at least two hours before ceremony--send map Rehearsal Date and Time (I will try to attend)

PLEASE SEND DIRECTIONS OR MAP TO CEREMONY AND RECEPTION

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- Do you want a short form video or long? Short Form is where I edit down the ceremony to highlights and long form is edited down also but not as much. \_\_\_\_\_
- What is your photographer's name? \_\_\_\_\_  
Phone \_\_\_\_\_
- Do you have a wedding coordinator or consultant? \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_
- What time is the bride arriving? \_\_\_\_:\_\_\_\_
- What type of car? \_\_\_\_\_
- Will bride be dressing or staying in a separate room at church?  
\_\_\_\_\_
- Religious denomination of ceremony  
\_\_\_\_\_
- Name of Clergy person  
\_\_\_\_\_
- Is the video location restricted during ceremony?  
Yes/No\_\_\_\_\_
- How unobtrusive should the video be ?  
Very Unobtrusive \_\_\_\_Normal \_\_\_\_\_  
Whatever it takes for best video coverage\_\_\_\_\_
- Describe any special or unusual events before, during or after ceremony, (unity candle, flowers to parents, etc.) or reception or special requests if any

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\_\_\_\_\_

- Number of guests \_\_\_\_\_.
- Is your music a Band \_\_\_\_\_, DJ \_\_\_\_\_ or Other\_\_\_\_\_
- Is your meal a buffet? \_\_\_\_\_ or sit-down? \_\_\_\_\_ Do I need to bring a meal for my assistant and myself? \_\_\_\_\_

Sequence and approximate times of events: Please cross out the events you will not be doing.

- \_\_\_\_\_Receiving Line (Location?)
- \_\_\_\_\_Introduction
- \_\_\_\_\_Toast
- Who will be saying toast(s)?  
\_\_\_\_\_
- \_\_\_\_\_ Cake Cutting
- \_\_\_\_\_ First Dance
- \_\_\_\_\_ Bouquet Toss
- \_\_\_\_\_ Father Daughter Dance
- \_\_\_\_\_ Garter Toss

I will be looking for special relatives and friends; please circle all those attending wedding and the number of each.

- Bride's: mother #\_\_\_\_, father #\_\_\_\_, step-mother #\_\_\_\_, stepfather #\_\_\_\_, grandmother #\_\_\_\_, grandfather #\_\_\_\_, sisters #\_\_\_\_, brothers #\_\_\_\_, others\_\_\_\_\_
- Are the bride's sisters and brothers in the wedding party?\_\_\_\_\_
- Special relatives/friends of the bride:\_\_\_\_\_
- Groom's: mother #\_\_\_\_, father #\_\_\_\_, step-mother #\_\_\_\_, step father #\_\_\_\_, grandmother #\_\_\_\_, grandfather #\_\_\_\_, sisters #\_\_\_\_, brothers #\_\_\_\_, others\_\_\_\_\_
- Are the groom's sisters and brothers in the wedding party?\_\_\_\_\_
- Special relatives/friends of the groom:  
\_\_\_\_\_

Are you Driving Away at the end of reception or staying?\_\_\_\_\_

Video coverage ends at \_\_\_\_:\_\_\_\_PM/AM.

If events have not ended, do you want me to stay overtime? \_\_\_\_\_

Please give me more details on the back of this page. The more I know about your wedding day, the better your video will be.

**THE WEDDING VIDEO CONTRACT**  
Production Agreement

*Client*

Name(s) \_\_\_\_\_  
Phone - home \_\_\_\_\_ work \_\_\_\_\_ fax \_\_\_\_\_  
email \_\_\_\_\_  
Address \_\_\_\_\_  
Future  
Address \_\_\_\_\_

*Event*

Date \_\_\_\_\_ Time \_\_\_\_\_:\_\_\_\_\_ Type of Event \_\_\_\_\_  
Event Location(s) \_\_\_\_\_

*Services*

Video Coverage \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_ For \_\_\_\_\_  
\$ \_\_\_\_\_ For \_\_\_\_\_  
\$ \_\_\_\_\_ For \_\_\_\_\_ Additional DVDs or \_\_\_\_\_ VHS

\$ \_\_\_\_\_ Total  
\$ \_\_\_\_\_ Retainer (non-refundable reservation fee)  
\$ \_\_\_\_\_ Balance due at or before event.  
\$ \_\_\_\_\_ Amount - Credit Card, Check or Cash

NOTE: The retainer/reservation fee is NOT refundable even if you charge it. I will bill you Balance Due plus any approved overtime, before event, unless I'm notified otherwise.  
Agreement continues on next page. By signing this, you agree to the terms.

CLIENT \_\_\_\_\_ DATE \_\_\_\_\_

STUDIO \_\_\_\_\_ DATE \_\_\_\_\_

Please sign this agreement and return it to me with the retainer. I will sign it and send you a copy and confirmation.

## Agreement

THE STUDIO Refers to Jonathan R. Butzke, Talking Circle Media, its lessees, contractors or sub-contractors, employees, agents or servants. Please read both sides, because the terms on each side are part of this contract. If any portion of this agreement should be determined to be invalid, it is agreed that the invalidity of such portion shall not affect the validity of the remaining portions of this agreement. By signing, Client certifies that they have read both sides of this contract and agree to the terms and conditions.

**AGREEMENT:** A firm and binding agreement exists between Studio and Client only after agreement has been properly executed and all fees paid prior to the event. A retainer must be paid at the time of booking with the balance due and payable prior to the event date. This initial retainer is made to secure the exact date for the Studio services. It is the Client's guarantee that the Studio will not book someone else in Client's time slot.

The retainer is non-refundable. Should Client not pay the balance due prior to Client's event date, Client's retainer will be forfeited and the Studio will be under no further obligation to Client. If the event date is changed to a new date within one year and the Studio is available on the new date, the Studio will shoot on the new date and apply the retainer to the new date. A new contract must be written for the new date and all payments including balance paid at that time. No refunds will be made if wedding is postponed or canceled a second time. If the Studio is not available or if the event is canceled, the Studio will refund Client's money less the non-refundable retainer and the Client must notify Studio immediately in writing.

This agreement supersedes and replaces any previous document, correspondence, conversation or other written and/or oral understanding. Any controversy or claim arising out of or relating to this agreement, or breach thereof, shall be settled by arbitration and judgment upon the award by the arbitrator(s) may be entered in any court having jurisdiction thereof. The parties waive trial by jury, to the extent permitted by law, and expressly agree to mediation in any action or proceedings brought by either party against the other, or any matter connected with this agreement.

**DISPLAY RIGHTS:** It is understood that the Studio reserves rights to exclusive use of the videotape and reproduction, and you are acting as agents for all guests and grant the Studio rights for display use of videotapes produced under this agreement.

**PRODUCTION & EDITORIAL CONTROL:** The Studio is the exclusive official videographer retained by Client to cover event. Studio is granted full production and editorial control by Client regarding all aspects of the production and post-production services for this event. In the case a particular segment of the event is either not recorded, partially recorded, or not a part of the edited master tape, it is at the sole discretion of the Studio and producer of the video recording. If something occurred at the wedding that Client does not want to appear on the videotape, Client must instruct Studio before editing begins. If there are any errors, Studio must be contacted within 2 weeks of delivery of tapes so corrections can be made. Editing errors are corrected at no charge (i.e spelling, technical errors). After two weeks, Studio is not liable for any requested changes. Additional re-editing after video has been edited will be charged at current rate of \$175.00 per hour for editing and labor plus duplication fees. Allow an additional 10-12 weeks for reedits. The Studio reserves the exclusive right to edit all videotape. Additional copies will be made from the original master and by the Studio.

**RIGHTS:** Client warrants that he/she has the legal rights to anything the Studio will videotape including photos, audio, music and any other elements used in Client's videotape. Client agrees to indemnify and hold the Studio harmless for any loss, damage, or liability for infringement of any rights arising from the use of tapes. Client assumes all responsibility for obtaining any necessary permission, clearance permits, access to, hook up fees and admission which may be required to videotape event. The video is for private home use only, and the Client assumes full responsibility and liability for any public performance or display of the video.

**STUDIO LIABILITY AND GUARANTEES:** The Studio liability is limited to refund of money paid. The Studio takes the utmost care in producing Client's videotape or DVD. In the unlikely event that a problem arises and the Studio is unable to provide any videotape or DVD, all monies paid will be refunded. The Studio is not responsible for loss of video or audio quality due to restrictions at event locations. The Studio does not guarantee any particular shot, effect, interview or special request. If Jonathan Butzke has personally committed to being the primary event videographer and in the very unlikely event that an emergency arises (extreme sickness for example) and is unable to perform the services, the Client will be notified immediately of the available staff videographer. Your Primary videographer is Jonathan Butzke.

**DVD-R's:** The disc you receive is 100% DVD-R compliant and needs to be played on DVD-R compliant players only. There is no guarantee that your DVD-R will play in your DVD player if not on approved list.

**FOOD:** If video coverage is greater than 5 hours, Client will provide a meal to the videographers when guests are served.

**WORKING CONDITIONS:** Client must provide a safe working environment and is responsible for any damage to equipment done by guests. Shelter must be provided from rain, extreme temperatures and humidity, in these conditions video may be limited.

**OVERTIME AND OTHER CHARGES:** Overtime will be billed in 1 hour increments at the current rate of \$100.00 per hour, until such time as the Client has departed, informs Studio to discontinue, or prearranged to end coverage.

**PARKING FEES:** Parking fees (if applicable) for each videographers car will be charged to the Client.

**PRODUCTION MATERIAL:** Including: Invitation, Program, Music, Directions and Planning Guide are to be delivered to Studio. In the case of materials for production of wedding reception videos, the time is one month before ceremony.

**DELIVERY OF VIDEO/DVD video:** Will be approximately 1 to 2 months after event and all pre production material and client requests are received by Studio. The completion period is only an approximate length of time and any longer periods necessary for completion will not void this contract. The Studio cannot accept responsibility for material lost or damaged in transit.