



**Video Events** P.O. Box 414 Chateaugay, New York 12920  
 Phone 518-593-0668 email [videoevents@verizon.net](mailto:videoevents@verizon.net)

## Graduation Order form & Video Contract

Graduation date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal date \_\_\_\_\_ Time \_\_\_\_\_

**School** \_\_\_\_\_

Address \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Contract Person \_\_\_\_\_ Phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

Is Graduation being held at same location as listed above?      **YES**      **NO**

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

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Contact: \_\_\_\_\_

### Pricing Worksheet

Item	Quantity	Price Each	Subtotal (extended Price)
<b>Video Taping and Editing of Graduation Ceremony</b> (Base Rate)	1	\$ 328	\$ 328
<b>DVD's of Graduation</b> Minimum order of 50		<b>\$ 5.89</b>	
<b>Shipping and Handling fee</b> Only IF being mailed directly to individuals		\$ 3.75	
<b>Total Order</b>			

**Final Pricing Summary:**

Video taping Base Rate	@	\$ 328
DVD price	@	\$
Mailing of DVD's	@	\$
	@	\$
SUBTOTAL		\$
TOTAL		\$
\$ _____ DEPOSIT TO RESERVE DATE (non-refundable)		\$ _____
BALANCE DUE when final Video/DVD's are complete		\$ _____

**Terms and Conditions:**

**Payments** – An initial reservation fee of \$ \_\_\_\_\_ is required with the signed contract to hold shooting dates and pre-production planning. Reservation fees are non-refundable. Balance of final fee is required upon completion of DVD (estimated time is approximately 3-4 weeks after initial shooting date). The reserved date is the “Graduation Date” as stated on page 1 of contract.

**Production and Editorial Control** – Video Events is granted full production and editorial control by the customer regarding all aspects of the production and post production services for this event. If a particular segment is either not recorded, partially recorded, or not part of the edited master DVD, it is at the sole discretion of Video Events as exclusive producer of the video recording.

**Exclusive Rights** – It is understood that Video Events is the exclusive official videographer retained to perform the services requested on this contract. The customer is acting as agents for all members of Graduation ceremony and grants Video Events all rights for display, broadcast, exhibition, promotion, and advertising use of all images produced under this contract. All video masters and raw footage remain the exclusive property of Video Events. It is also understood that if Video Events uses any images it will be done in “Good Taste” and with “high moral standards”.

**Delivery of Finished Product** – Finished product will be delivered or mailed to customer upon receipt of final payment

**Reservation of Time and Date** - This contract constitutes an order for one graduation videotape/DVD production. Upon execution of this contract and receipt of the reservation fee, Video Events will reserve the time and date agreed upon, and will make no other reservations for that time for the duration of the contract. Video Events agrees to use no substitutes or sub contractors in the fulfillment of the contract services except in the event of emergencies with the approval of the customer.

**Restrictions** – The customer is aware that restrictions imposed by others (e.g., photographer, school, auditorium, reception hall, guest, etc.), and the constraints of the physical environment, safety, weather, and acts of God can affect the quality and extent of video coverage possible. Video Events guarantees coverage of all events only within the bounds of any restrictions and constraints of the physical environment, safety, weather and acts of God. Video Events can not guarantee coverage of outside events during inclement weather.

**Liability** – Video Events takes the utmost care with respect to production, postproduction and delivery of the product (s). However, in the event that Video Events fails to comply with the terms of this contract, Video Events liability is limited to the reservation fee and any deposits paid by the client.

**Postponement/Cancellation** – In the event of a postponement or cancellation of the Graduation contract, any extra deposits will be returned, however the reservation Fee is non-refundable.

**Additional Items**

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**I/We have read the above terms and conditions and fully understand and agree to authorize Video Events to video tape/record the Graduation Ceremony specified on the terms and conditions set forth on this contract.**

**Customer(s):** X \_\_\_\_\_ **Date:** \_\_\_\_\_

X \_\_\_\_\_

Please print name(s) here: \_\_\_\_\_ / \_\_\_\_\_

**Accepted For Video Events:**X \_\_\_\_\_ **Date:** \_\_\_\_\_