

Video Contract Basics Memo

Hello to our Video Events Customers!

I have included this Informational memo with your contract for you to review.

Whenever possible we like to meet directly with our customers to review our contract and explain all the guidelines with as much personal attention as possible. However with all of us having busy schedules or perhaps the distance to your location may be excessive..... We have decided to include (in this memo) most of the items we would discuss in person.

If there are any questions or comments about the contract that is not covered or you feel the need to discuss.... **Please do not hesitate to give me a call or drop me an email.** I will be more than happy to explain to you

Floyd Spoor
Video Events
518-593-0668
videoevents@verizon.net
www.videoeventsusa.com

General Contract Info:

- Our contract will be very similar to a photographers contract (they take pictures and retain the rights to them) and will use for promotional purposes, magazine ads, newspapers ads, pamphlets, web sites. Etc...
 - Essentially we video tape the day and retain all rights for the video we tape
 - We edit all of the video and then give your product on DVD or in some cases on an iPod or some form of electronic media.
 - Because we own the rights to the video we may use it for promotional or broadcast purposes. Many of you have seen video clips that we display at wedding shows, DVD demos or samples, video clips on our web site. Many times we also take "screen captures" which is essentially a lower resolution photo from the video and use these as pictures for phamplets, web sites, literature, etc..
 - We always like to note that any of the video we use for promotional, commercial or broadcast purposes is done with high moral standards and designed to be complimentary to the subjects
-

Page 1 of Contract

General Contact information and dates--- all self explanatory

Page 2 & 3 of Contract

Pricing information Block see instructions How To fill out in necessary

Contract-Basics of terms and conditions

- **Payments** – shows reservation/deposit fee and general time for completion of project
 - **Exclusive rights** -- Video Events has exclusive rights to video tape... You act as an agent for your guests giving us OK to videotape.
 - **Delivery of Finished Product** –final product to be delivered when you pay
 - **Reservation of Time and date** –Video Events will reserve your date exclusively
 - **Restrictions** – making you aware that we video everything possible but can not be held responsible for the weather, special rules for taping by the church or hall, people that may get in front of our cameras..
 - **Permissions** – you are responsible to get permission for us to video tape at the locations
 - **Liability** - If for some reason we fail to comply with the contract we can only be held responsible to the extent of the amount of money you have paid us..... For example, if you paid us \$300, you wouldn't be able to get back more than you paid in.
 - **Production and Editorial Control** – we have full control of the editing of your video
 - **Special Instructions** - If you want something special done with the editing, let us know ahead of time
 - **Phostponement/Cancellation** – If you cancel the date you won't get you reservation deposit back... however you will get back any other payment back
-

Our Payment terms (listed at end of contract)

Our normal terms for payment are listed at the end of the contract to reflect:

1. Pay your deposit up front to secure your booking date
 2. 1/3 or 33% of your total balance is due one week prior to your wedding date
 3. The final balance is due when we finish the editing and completion of your DVD's
-

Wedding Video Questions and Comments

This brief questionnaire helps us to prepare for your video shoot and most importantly the editing process. We are aware that some questions may not be able to be answered now depending at what stage of planning that you are in. Answer what you can..... and we will confirm all info just prior to your actual wedding date.

Wedding Video Contract

Wedding date _____ Time _____

Rehearsal date _____ Time _____ Reception Time: _____

Bride _____	Groom _____
Address _____	Address _____
City/State/Zip _____	City/State/Zip _____
Home phone _____	Home phone _____
Work phone _____	Work phone _____
Cell phone _____	Cell phone _____
Email _____	

Ceremony Location _____	Reception Location _____
Place _____	Place _____
Address _____	Address _____
City/State/Zip _____	City/State/Zip _____
Phone _____	Phone _____
Contact _____	Contact _____

Photographer _____	Phone _____
DJ or band _____	Phone _____

Pricing Information Block:

Please select only one of these

<input type="checkbox"/> One Live Camera & One Remote	@	\$ _____	A
<input type="checkbox"/> Two Live Cameras	@	\$ _____	
Special _____	@	\$ _____	
Special _____	@	\$ _____	B
Special _____	@	\$ _____	

D

Grand TOTAL \$ _____ C

\$ _____ DEPOSIT TO RESERVE DATE (non-refundable) \$ _____ D

BALANCE DUE when final Video/DVD is complete \$ _____ E

Terms and Conditions:

D

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 _____ weeks after initial shooting date). A \$ 35 fee will be assessed on all returned checks. Should a check be returned, shooting date may no longer be valid. The reserved date is the “Wedding Date” as stated on page 1 of contract.

F

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 the party and guests 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.

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 wedding 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, church, 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. The customer is responsible for obtaining all permissions and clearances, etc., and shelter from inclement weather and extreme temperatures are required by Video Events to operate.

Permissions – It is the responsibility of the customer to obtain permission to videotape at ceremony and reception locations.

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.

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.

Special Instructions – If something occurred at the event that the client does not want to appear on the video/DVD's, the customer must instruct Video Events before editing begins.

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

Payment Schedule as listed

- 1) Deposit-reservation fee (non refundable) _____
- 2) Payment one week prior to wedding date _____ Due: _____
- 3) Balance of payment Due when editing is completed _____

Additional Items

I/We have read the above terms and conditions and fully understand and agree to authorize Video Events to video tape/record the wedding 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:** _____

Wedding Video Questions and Comments

- ***Special note:*** Video taping is based on recording at the locations of **Church and reception hall.**
Extra charges may apply if video taping is required at other locations.

1. Can I attend Rehearsal? **YES NO** Notes _____ (We try to attend rehearsal if scheduling permits, If we can NOT attend we will normally contact the officiant and review the ceremony process)
2. Wireless Microphone on Groom at Ceremony? **YES NO** (this maximizes the chance of hearing the wedding vows).
3. Wireless microphone on Best man or speaker (at reception) for toast? **YES NO**
4. Will anyone else be speaking at Reception? **YES NO** _____
5. Short Video of Groom 15 minutes before ceremony? **YES NO**
6. Any singers or musicians at wedding? **YES NO** Notes _____
7. Any special theme for wedding? **YES NO** _____
8. Normal attire? (gowns, tux, suits) **YES NO** _____ (Videographers to dress in "theme" or suits if normal attire.
9. Photoshoot after Ceremony in church? **YES NO** _____
10. Receiving line at back of church immediately following ceremony? **YES NO**
11. Wedding theme song for wedding/First dance ? _____
12. Any secondary songs that you may have considered for the theme but decided not to use? _____
13. Any *type of music* you **do not like** or **want to hear** ? _____
14. Any **songs you do not want** to hear? _____
15. What type of music do you like best? _____
16. Favorite song 1 _____
17. Favorite song 2 _____
18. Favorite song 3 _____
19. Favorite song 4 _____
20. Do you have a Wedding Website? **YES NO** _____
21. Ok to eat during reception (max possible 2 person crew) ? **YES NO** _____

NOTES* _____
