

# PRO VIDEO Weddings



## THE CUSTOM WEDDING PACKAGE

### ☐ Wedding Ceremony

**\$495**

Two cameras - from the opening procession through the end of the receiving line and the ceremonial exiting of the church. Includes a static rear camera and a manned camera near the front of the church.

### ☐ Additional cameraman (add \$150)

\$ \_\_\_\_\_

Instead of using a static camera near the back of the church, we'll send a second videographer to operate the 2nd camera.

### ☐ Pre-Ceremony (\$75 / hr)

\_\_\_\_\_ hr / \$ \_\_\_\_\_

Candid footage of the wedding party, guests, and activities occurring before the ceremony.

### ☐ Post-Ceremony (\$75 / hr)

\_\_\_\_\_ hr / \$ \_\_\_\_\_

Video of extra or off-site photography and activities occurring before the reception.

### ☐ Reception (\$90 per hour)

\_\_\_\_\_ hr / \$ \_\_\_\_\_

The usual activities we capture are:

- ☐ The Grand Entrance
- ☐ Cutting of the Cake
- ☐ "Words of Wisdom" from family, guests and wedding party
- ☐ First Toast
- ☐ Candid Footage
- ☐ Throwing of the Bouquet and Garter
- ☐ First Dance and additional Party Footage
- ☐ The Newlywed's Reflection of the Wedding Day

### ☐ Additional camera (\$150 / hr)

\_\_\_\_\_ hr / \$ \_\_\_\_\_

With this option, a second cameraman will be at the reception.

### ☐ High Definition Format (add \$695)

\$ \_\_\_\_\_

(HDV is currently only available on mini-DV)

### ☐ Wedding Day Highlights (add \$169)

\$ \_\_\_\_\_

A short 10-15 minute DVD showing the highlights of the day.

### ☐ Video Projection Unit Rental (\$150)

\$ \_\_\_\_\_

Includes a 100-photo photo montage (a \$100 value)

**Photo Montage (without projection unit rental)**

prices are dependant on the amount of photos.

Find prices online at [www.provideoweb.com/photos](http://www.provideoweb.com/photos).

### ☐ Custom Editing (\$90 / hr)

\_\_\_\_\_ hr / \$ \_\_\_\_\_

Include specific requests of editing (including special arrangement of video clips, slow-motion, stills, black & white, and special effects combined with special music)

### Wait Charge (\$30 / hr)

\_\_\_\_\_ hr / \$ \_\_\_\_\_

Time between the wedding and the reception

(if reception does not immediately follow the wedding)

### Mileage charge (\$0.49 / mi)

\_\_\_\_\_ mi / \$ \_\_\_\_\_

Traveling outside of Cedar Rapids metro area

**Sub Total:** \_\_\_\_\_

## WEDDING DATE: \_\_\_\_\_

### About the Bride

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

### About the Groom

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

### About the Wedding

#### Ceremony Location

Name of Church: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The Ceremony is scheduled to be ☐ indoors ☐ outdoors

#### Reception Location

Name of Hall: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The Reception is scheduled to be ☐ indoors ☐ outdoors

Wedding Party Arival Time: \_\_\_\_\_ : \_\_\_\_\_ am / pm

Photography Starting Time: \_\_\_\_\_ : \_\_\_\_\_ am / pm

Ceremony Starting Time: \_\_\_\_\_ : \_\_\_\_\_ am / pm

Ceremony Ending Time: \_\_\_\_\_ : \_\_\_\_\_ am / pm

Reception Starting Time: \_\_\_\_\_ : \_\_\_\_\_ am / pm

Reception Ending Time: \_\_\_\_\_ : \_\_\_\_\_ am / pm

## Items to Remember

**CEREMONY ARRANGEMENTS:** Our videographers are usually very unobtrusive and will not distract you or your guests while videotaping your ceremony. Please ask the officiating clergy if we 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 our videographers.

**MICROPHONES:** We will need to attach our wireless microphone onto your tux lapel and in your inside tux pocket within 15 minutes before the start of the ceremony. This is very important to properly record audio during the ceremony. Please do not turn it off after it is affixed. The wireless microphone(s) are only used during the ceremony - nothing is recorded until the ceremony begins. The microphone is not connected to any audio equipment at the location of the ceremony and nothing recorded will be. Feel free to say all the beautiful things you naturally would say to your bride during the ceremony. We will remove this microphone after the receiving line or when you arrive at the reception, whichever is most convenient, please do not remove the microphone until our videographer requests.

**PROVIDING A MEAL:** The time our videographer leave the studio to the time of his return is typically 10 or more hours. A courtesy meal would be very much appreciated. If you are having a formal dinner, please ask the catering director to prepare a sandwich or vendor's meal early and have it available near the reception room before you are served your first course. It is important for us to eat early so we are free to videotape you as soon as you finish your meal.

## AGREEMENT CONTRACT

**THE STUDIO:** Refers to Pro Video, Inc. If any portion of the agreement should be determined 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 the 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 at least two (2) weeks prior to the event. A retainer must be paid at the time of booking with the balance due and payable two weeks 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 two weeks 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 minus a \$100 rescheduling fee. 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 and 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 judgement 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 the agreement.

**DISPLAY RIGHTS:** It is understood that the Studio reserves the rights to exclusive use of the videotape and reproduction, and Client is acting as agents for all guests and grant the Studio rights for display use of videos 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 video, Client must instruct Studio before editing begins. If there are any errors, Studio must be contacted within two (2) weeks of delivery of video product 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 the video has been edited will be charged at a current rate of \$90 per hour for editing and labor plus duplication fees. Allow an additional 10-12 weeks for re-edits. The Studio reserves the exclusive right to edit all video components. Additional copies will be made from the original master and by the Studio. Client is granted only a license to use the production for private nonprofit use, unless other permission is granted in writing by the Studio. Original tapes are not available to Client and are owned by the Studio and maintained for one year.

**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 video. 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, hookup 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 video production. In the unlikely event that a problem arises and the Studio is unable to provide any video, all monies paid will be refunded. The Studio is not responsible for loss of video or audio quality due to restriction at event locations. The Studio does not guarantee any particular shot, effect, interview or special request.

**DVD-Rs:** The disc(s) you receive is 100% DVD-R compliant and needs to be played on a DVD-R compliant player. There is no guarantee that your DVD-R will play in a non-DVD-R listed DVD player.

**WORKING CONDITION:** 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.

**PARKING FEES:** Parking fees (valet or self parking), for each videographer's vehicle will be charged to the Client.

**PRODUCTION MATERIAL:** Including: Invitation, Program, Music, Directions and Planning Guide are due two weeks before the event date. Production material delivered to Studio after the event may not be included in the production.

**DELIVERY OF VIDEO:** Will be approximately 6-10 weeks after the event date and all pre-production material is 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.

## Pre-Production Requirements

*Required two weeks before the wedding date:*

- ☐ The full balance of \$ \_\_\_\_\_
- ☐ Invitation
- ☐ Wedding Program
- ☐ Directions to dressing location(s) [if videography is requested], the ceremony and reception
- ☐ Planning Guide

Complete the enclosed planning guide and return

## Products and Costs (to be completed by Pro Video)

\$ _____	Ceremony	<b>Authored DVD</b>
\$ _____	Wait Time	<b>Master Prices</b>
\$ _____	Reception	1-disk set : \$50
\$ _____	Extras	2-disk set : \$75
\$ _____	Rentals	3-disk set : \$90
\$ _____	DVD copies	4-disk set : \$100
\$ _____	<b>Sub Total</b>	<b>DVD Copy Prices</b>
\$ _____	Sales Tax	1 disk set : \$15
\$ - _____	Retainer	2-disk set : \$30
\$ _____	Balance due two weeks prior to the event.	3-disk set : \$40
		4-disk set : \$50

## Billing & Payment Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

BALANCE can be paid CASH, CHECK, VISA, MASTERCARD or DISCOVER and is due two weeks prior to the event. To pay with credit card, complete form below and email, fax or mail it to me. I will charge the balance due on your credit card below two weeks before your wedding.

- ☐ YES, I want to charge my credit card the "balance due", two weeks before the event. Plus any approved overtime, after the event.

Circle One: Cash / Check / VISA / MasterCard / Discover

Name on Card: \_\_\_\_\_

CC#: \_\_\_\_\_

Expires: \_\_\_\_ / \_\_\_\_ SID #: \_\_\_\_\_ ZIP: \_\_\_\_\_

I agree that Pro Video and/or its agents shall not be liable for any loss of damage arising out of the customer's use of its services. If the material being presented to Pro Video, Inc and/or agents for copying are protected by copyright I assume all responsibility for having proper permission for the copyrighted material Pro Video, Inc. and/or its agents will be held harmless for any judgments, cost, legal fees or any other expenses that might arise through any use of Pro Video, Inc. services. In no event shall Pro Video, Inc. be liable to purchaser for more than the amount paid for the material for services sold. My signature above indicates that I have had agree to and will comply with all specifications set forth.

Signed  \_\_\_\_\_ Date \_\_\_\_\_

## Wedding Video Planning Guide

Please complete and return two weeks prior to the date of the wedding.

Date of Wedding \_\_\_\_\_ Hours of Video Coverage: from \_\_\_\_ : \_\_\_\_ am / pm to \_\_\_\_ : \_\_\_\_ am / pm

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

Video coverage starts at: ☐ Bride's Home ☐ Groom's Home ☐ Church ☐ Other: \_\_\_\_\_

If the video starts at a location other than the ceremony, coverage must start at least two hours before the ceremony -- send a map to the above location if not the church.

Rehearsal Date: \_\_\_\_\_ and Time: \_\_\_\_ : \_\_\_\_ am / pm

■ What is your photographer's name? \_\_\_\_\_ Phone: \_\_\_\_\_

■ Do you have a wedding coordinator or consultant? Y / N Name: \_\_\_\_\_

■ What time is the bride arriving at the ceremony location? \_\_\_\_ : \_\_\_\_ am / pm Type of car: \_\_\_\_\_

■ Will the bride be dressing or staying in a separate room at the ceremony location? Y / N Where? \_\_\_\_\_

■ Religious denomination of the ceremony \_\_\_\_\_

■ Name of Clergy person \_\_\_\_\_

■ Is the video location restricted during ceremony? Y / N \_\_\_\_\_

■ How unobtrusive should the video be? ☐ Very Unobtrusive ☐ Normal ☐ Whatever it takes for the best video coverage

■ Describe any special or unusual events before, during or after ceremony (unity candle, flowers to parents, etc.) reception or special request, if any. \_\_\_\_\_

■ Number of guests at the wedding: \_\_\_\_\_ at the reception: \_\_\_\_\_

■ Music provided by a ☐ Band ☐ DJ ☐ Other \_\_\_\_\_

■ Reception Meal is a ☐ Buffet ☐ Formal (sit-down) Will a meal be provided for our videographer(s)? Y / N

■ Sequence and approximate times of events: (Please cross out the events that won't occur)

____ Receiving Line	(Time: ____ : ____ am / pm) Where? _____
____ Introduction	(Time: ____ : ____ am / pm)
____ Toast	(Time: ____ : ____ am / pm) Who will be giving toasts? _____
____ Blessing	(Time: ____ : ____ am / pm)
____ Dinner	(Time: ____ : ____ am / pm)
____ Cake Cutting	(Time: ____ : ____ am / pm)
____ First Dance	(Time: ____ : ____ am / pm)
____ Bouquet Toss	(Time: ____ : ____ am / pm)
____ Garter Toss	(Time: ____ : ____ am / pm)
____ Father/Daughter Dance	(Time: ____ : ____ am / pm)

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

**Bride:** ☐ mother # \_\_\_\_ ☐ father # \_\_\_\_ ☐ stepmother # \_\_\_\_ ☐ stepfather # \_\_\_\_ ☐ grandmother # \_\_\_\_ ☐ grandfather # \_\_\_\_  
☐ sisters # \_\_\_\_ ☐ brothers # \_\_\_\_ ☐ others # \_\_\_\_

Are any of the above in the wedding party? \_\_\_\_\_

Special relatives/friends of the bride: \_\_\_\_\_

**Groom:** ☐ mother # \_\_\_\_ ☐ father # \_\_\_\_ ☐ stepmother # \_\_\_\_ ☐ stepfather # \_\_\_\_ ☐ grandmother # \_\_\_\_ ☐ grandfather # \_\_\_\_  
☐ sisters # \_\_\_\_ ☐ brothers # \_\_\_\_ ☐ others # \_\_\_\_

Are any of the above in the wedding party? \_\_\_\_\_

Special relatives/friends of the groom: \_\_\_\_\_

At the end of the reception, you are ☐ driving away ☐ staying

Video coverage ends at \_\_\_\_ : \_\_\_\_ pm / am If events have not ended, do you want us to stay? Y / N

**Please feel free to give us more details -- the more we know about you and your wedding day, the better your video will be!**