



Bride's Name

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Address

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Phone

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Email

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Preferred method of contact:

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Date and time of Ceremony

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Location of Ceremony

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Location of Reception

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Person Responsible for payment

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Address and phone (if different)

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Groom's Name

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Address

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Phone

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Email

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Preferred method of contact:

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Ceremony Coordinator:

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Phone

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Special additions or instructions:

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## ITEMS INCLUDED IN YOUR CONTRACT PACKAGE

- Two High Definition DSLR cinema cameras for up to 8 hours
- Wireless Microphone on Groom during Ceremony for clarity of vows
- Final video of 5 chapters: Pre-ceremony, Ceremony, Just Married, Reception and Highlights
- One copy of final film on BluRay or DVD (your choice) for the Bride and Groom and 4 DVD copies for the parents or to share.
- Editing time to receive final product: up to 12 weeks from date of Wedding

## CONTRACT PACKAGE AMOUNTS AND PAYMENT ARRANGEMENTS

Total Amount of Contract Package: \_\_\_\_\_

Non-refundable deposit : ½ of Total: \_\_\_\_\_

Final Balance (due one week before wedding): \_\_\_\_\_

ALL CHECKS FOR SERVICES RENDERED IN THIS CONTRACT ARE TO BE MADE PAYABLE TO CAPTURED VISION PRODUCTIONS. IF YOU PREFER TO PAY VIA CREDIT CARD, WE WILL SEND YOU A LINK TO PAY ONLINE AT YOUR REQUEST.

## TERMS AND CONDITIONS

This is a legally binding contract. On the date stated, representatives of Forever and Always Films will arrive on time, set up, and film as specified, to the best of our ability, and shall provide the finished products within 12 weeks from date of ceremony. Forever and Always Films shall be the sole professional videographer at this event.

### Arrival:

Forever and Always Films will arrive approximately 1 hour to 1/2 hour prior to event to set up. This time is not subtracted from your total coverage time.

### Venue Rules:

Forever and Always Films obeys all church or venue rules set forth by the venues. In some cases, venues may limit where we are allowed to set our cameras during the ceremony. We will work to obtain the best shots available within the guidelines set up by the venue.

Additionally, wireless microphones may be prohibited at certain locations. If your venue rules prohibit setup behind the officiant or prohibit the use of the wireless microphone and you obtain permission otherwise, please provide this to us in writing: Any alterations to church or location rules should be given to us in writing no later than 1 week prior to the event, and should be signed by an authorized representative of your venue.

### Audio:

During the ceremony, our microphone is placed on the groom. It should not be visible in any photos. The microphone is very sensitive; it will pick up the voices of the bride, groom and wedding official during the ceremony. Because it is so sensitive, it will pick up sounds from the groom moving while wearing it, or in cases where the couple may be crying sniffs or other sounds. At our discretion, we may only use the microphone sound for the vows and ring exchange (when the bride or groom are speaking) and we may not use it to pick up the officiant's sound for the video.

The sound from the microphone ONLY enters the camera; it cannot be used as amplification for your audience. We capture room audio of the ceremony with our additional camera. Because our audio equipment does not amplify anyone's voice we recommend you have your DJ or sound person amplify the officiant's voice with a different microphone for the best possible sound for your guests. Our microphones are set to a unique frequency and will not interfere with amplification equipment. We cannot be responsible for poor audio quality coming from a microphone not affiliated with Forever and Always Films.

### Lighting:

Forever and Always Films uses a small video light at dimly-lit receptions in order to obtain the best quality on the final film. If this light is offensive in any way, we will turn it off, however clients shall be aware that the resulting footage without such light may be very dark and exhibit extreme noise grain. We ask that if you do decide to have us turn this light off, that the reception's house lights be turned up in order to obtain the best lighting possible.

### Evening Highlights:

Forever and Always Films requires that we be given ample time to set up before any main event. We need at least 3 minutes to get our audio recording going and our cameras ready before a big event such as dances, toasts or cake cutting. We cannot be responsible for missed footage due to poor communication from your wedding coordinator at your event. Please make your coordinator aware of this policy.

### Film Time:

We may go slightly over or under the total filming hours. Our official time is "up to 8 hours" in order to make sure that every one of our couples gets proper coverage for a beautiful video. We do not book more than one wedding per day, and we devote our day to your event. The cost is calculated based on this. No refunds are given if we film less than 8 hours. If your event will go longer than 8 hours, we are available for overtime at the rate of \$175 per hour. In the event that your wedding exceeds your planned on time on the day of the event and your time limit is drawing close, we will alert you or your wedding coordinator in advance. The additional time will be invoiced if approval is given for additional filming time.

Retainer:

In order to secure our service for the date of your wedding, a retainer should be remitted in the amount of ½ the total package price. Until an appropriate retainer is received, there is no guarantee that we will be available on your wedding date. This retainer is nonrefundable. Should the wedding be cancelled, no refund will be given. Should the wedding be postponed, full credit of retainer will be given, providing at least 30 days notice is given, and our videographers are not already contracted for the new date.

Payment:

The balance of your package price, less the retainer will be due no later than 7 days prior to the date of the wedding. For your convenience, you may make payments in any amount at any time between the time you book your wedding and the actual date. An invoice showing the balance due will be emailed to you 3-4 weeks before the event. Please remit your balance at that time. Failure to pay in full prior to the event will result in loss of retainer and no video work will be performed.

Unforeseeable Accidents:

The utmost care will be taken to ensure that your video is delivered to you in a timely manner and in acceptable quality. Should circumstances beyond our control, including, but not limited to fire or other casualty, or an act of God result in the destruction of the video footage from your ceremony, our liability will be limited to the full restitution of all monies paid.

Indemnity:

Forever and Always Films cannot be held responsible for any of the following: production problems as a result of bad weather, poor lighting, accidents, and interference from guests, loss of coverage due to access restrictions, interference from amateur or professional photographers or wedding guests trying to obtain video footage.

Satisfaction:

Your wedding ceremony is a significantly important occasion and one you will wish to remember and share. Our goal is to present you with a video that will capture all the important moments of this day so that you can treasure them forever. To that end, it is extremely important that you communicate to us exactly what you would like your video to include, any important moments, shots, people, etc. Should we make a mistake in your video, you must notify us within 30 days of receipt of your video for us to correct the errors and supply you a corrected version. After 30 days it will be assumed that the video is correct and acceptable. Any re-edits or changes after the 30 days will be billed at the rate of \$85 per hour.

Copyright Protection:

All rights, and copyrights and/or any intellectual property rights for all video taken pursuant to this agreement belong exclusively to Greg Welch and Forever and Always Films. Forever and Always Films may use video taken under this agreement in promotion of services. The right to edit content for public use is granted to the wedding couple.

No copies of videos made by Forever and Always Films may be made without the express written consent of Greg Welch.

Forever And Always Films is a subsidiary of Captured Vision Productions, LLC.

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Videographer \_\_\_\_\_ Date \_\_\_\_\_

