



**GM Productions, llc**

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(revised 04/19/08)

# Wedding Video Contract

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ between  
**GM Productions (GMP)** and \_\_\_\_\_ (client):

**Wedding Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### 1. Wedding Information

**Brides Name:** \_\_\_\_\_

**Bride Phone #:** \_\_\_\_\_

**Bride Cell # :** \_\_\_\_\_

**Bride Address:** \_\_\_\_\_

**Bride employment:** \_\_\_\_\_

**Bride work number:** \_\_\_\_\_

**Bride Email** \_\_\_\_\_

**Grooms Name:** \_\_\_\_\_

**Groom Phone #:** \_\_\_\_\_

**Groom Cell # :** \_\_\_\_\_

**Groom Address:** \_\_\_\_\_

**Groom employment:** \_\_\_\_\_

**Groom work number:** \_\_\_\_\_

**Groom Email** \_\_\_\_\_

**Post-wedding Home Address and phone:** \_\_\_\_\_

**Coordinators Name (if any):** \_\_\_\_\_

**Coordinators Phone Number:** \_\_\_\_\_

Contact Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_  
Clients current Address: \_\_\_\_\_  
\_\_\_\_\_

**Rehearsal**

**Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ (Friday Saturday Sunday)**

Time: \_\_\_\_\_ Estimated Length: \_\_\_\_\_

Location: \_\_\_\_\_

**Ceremony**

**Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ (Friday Saturday Sunday)**

Time: \_\_\_\_\_ Estimated Length: \_\_\_\_\_

Location: \_\_\_\_\_

Indoor/Outdoor Ceremony ? ( circle one)

If outdoor ceremony, alternate location in case of bad weather: \_\_\_\_\_  
\_\_\_\_\_

Directions: \_\_\_\_\_  
\_\_\_\_\_

Specify Religion and Denomination: \_\_\_\_\_

Full Mass ? Yes / No ( circle one)

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

Officiants Phone: \_\_\_\_\_

Officiant aware a videographer will be present ? Yes / No

Photographer: (name, phone or e-mail) \_\_\_\_\_  
\_\_\_\_\_

Is the Officiant willing to wear a semi-hidden lapel microphone? Yes / No

Church policy allows Video Yes / No Limitations: \_\_\_\_\_  
\_\_\_\_\_

Bride/Groom Lighting Unity Candles? Yes / No

Bride/Groom kneeling bench? Yes / No

Parents Lighting Unity Candles? Yes / No

Is the groom willing to wear a semi-hidden lapel microphone? Yes / No

Time for videography team to arrive (usually 2 hours prior to ceremony): \_\_\_\_\_

Photos taken at Church? / Receiving Line After Ceremony? ( Duration)

Photo shoot Location \_\_\_\_\_

Photo shoot Start/End Time \_\_\_\_\_

Photographer Name \_\_\_\_\_

Photographer aware of videographer: Yes /No

DJ Name \_\_\_\_\_

Receiving Line (after ceremony at location) (at Reception)

**Reception**

Immediately following: Yes / No

Time: \_\_\_\_\_ Estimated Length: \_\_\_\_\_

Location: \_\_\_\_\_

Directions: \_\_\_\_\_

Will there be a dinner: \_\_\_\_\_

Speeches At ( Time, Number of Speeches, and Duration) \_\_\_\_\_

First Dance At (Time) \_\_\_\_\_

Will there be dances with parents / bridal party / other special dances?

Cutting of the Cake Time \_\_\_\_\_

Bouquet / Garter Toss Time \_\_\_\_\_

Balloon release / Rice throwing after ceremony (Yes / No) Other \_\_\_\_\_

Type of Departure after Ceremony (ex. – horse and buggy, limousine, etc) \_\_\_\_\_

Any other special features that will take place ( please specify) \_\_\_\_\_

Please advise us of any special guests you would like us to capture extra footage of: \_\_\_\_\_

Please advise if you wish the videographer to capture on-camera well-wishing by individual guests Yes / No

Requested attire for videography team (circle one):

Casual Business Casual Suits Tuxedos\* (\*client will be responsible for rental charges)

## 2. Pricing (Please circle package)

### All are packages include:

- Consulting session to discuss your style preference and to discuss videoing details of your wedding and reception. At this time we complete a wedding contract. We gather all the information that GMP needs. Please allow 2 hours or less for this time. We will schedule this with the Bride, Groom, wedding consultant and parents. Communication information (email, phone numbers, etc) are exchanged so that we can assure that both parties can make this the best experience for you.
- Attendance at your wedding rehearsal (optional)
- 3-Chip digital cameras insure your video is captured flawlessly in perfect color and sharp focus.
- Wireless microphones (usually the groom and officiates to capture vows clearly).
- Highlight segment of the ceremony. The most important shots are edited into an abbreviated form and set to music.
- Professionally edited DVDs with customized menus and chapters

### Payment methods

**We accept money order, cashiers check, personal checks and we also have the ability to pay by credit card thru our PayPal account for GMProductions. On the weddings page that explains our prices, beside each package you can click the “Pay” button to make a credit card payment for the deposit for that package.**

**We will electronically invoice you (using email with a link to make a payment) for the pre-wedding payment amount (25%) (usually due 4 weeks before the wedding) and the final amount due when your DVD is finished and we have shipped it to you.**

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### Please circle package requested:

**Basic Ceremony package only - \$ 850\*** *(deposit of \$150 required to book date)*

- "Ceremony only" coverage only.
- Up to 2 cameras/operators recording of ceremony. .
- Wireless microphones (groom and/or Officiate) for audio recording of vows
- Time limited to the ceremony
- Full video edit of entire ceremony, including corrections, audio editing of multiple audio tracks

- Ceremony highlights video, set to one song\*\*
- 3 Wedding Video DVDs\*\*\*

**Basic Reception package only - \$ 700\*** *(deposit of \$100 required to book date)*

- "Reception only" coverage only.
- Up to 2 cameras/operators recording of reception only.
- Time limited to the reception (or 5 hrs).
- Full video edit of entire reception, including introductions, 1st dances, toasts, cake cut, garter toss, bouquet toss, party atmosphere, best wishes from party and guests, going away, etc. Audio editing of multiple audio tracks
- 3 Video DVDs\*\*\*

**Standard Video package \$ 1275\*** *(Deposit of \$200 holds date)*

- "Behind-the-scenes" coverage of preparation (we split up to cover both bride and groom), reception location and facilities.
- 3 camera/2 operator recording of ceremony (one stationary camera)
- Wireless microphone(s) audio recording of vows
- 2 camera/2 operator recording of reception events (first dance, parents dance, wedding party dance. toasts, cake cutting, bouquet & garter toss)
- Entire reception coverage (DVD will include highlights)
- No time limit
- Full three camera edit of entire ceremony, reception, including color correction, audio balancing of multiple audio tracks, and a DVD photo chapter menu or motion buttons for easy navigation of ceremony and reception
- Preparation highlights video, set to one song\*\*
- Ceremony highlights video, set to one song\*\*
- Reception highlights video, set to one song\*\*
- 3 Video DVDs\*\*\*

**Deluxe Video package \$ 1450\*** *(Deposit of \$250 holds date)*

- All items of the Standard package
- Includes "Love Story" and "Our Lives" from a la carte
- Free DVD player.

**Premium Video package - \$ 1675\*** *(deposit of \$300 required to book date)*

- All items of the Deluxe package
- Bridal Elegance shoot *(see below)*
- Includes "Love Story" and "Our Lives" from a la carte
- Free DVD player.

## **Bridal Elegance DVD - \$500**

We spend a few hours with you to create an exquisite video like you've never seen before! You can pick locations that have special meaning to you or we can take you to some of our favorite spots around Charleston (or your city). A bridal elegance video is shot at your favorite scenic locations in the area and showcases the bride in her wedding dress in beautiful locations. It's the video equivalent of the bridal portrait session. The final DVD will run approximately 20-25 minutes long, with your favorite music tracks included.

## **A la Carte (add ons)**

**Bridal Preparations**, coverage of Bride and Groom prior to ceremony - **\$150**

**"Love Story"**, interview with Bride and groom each answering the same common questions and up to 50 pictures of dating and special events of courtship this is a really nice item to play at the reception during dinner - **\$250**

**"Our Lives"**, up to 75 pictures of Bride and Groom growing up set to music this is a really nice item to play at the reception during dinner.. - **\$ 250**

**Bridal Shower/Groom party** To be included in the final DVD (1 cameraman) - **\$ 250**

**Rehearsal and rehearsal** dinner coverage (up to 4 hours) - **\$ 250**

**Honeymoon photo montage**. Up to 30 honeymoon photos can be included in a montage as part of the final DVD product - **\$ 100** If your own shot video (min-DV) - **\$200**

**Additional copies of DVD** - **\$25** (May be order online at any time after the product is finished)

**Raw Footage** – **\$150** All of the video footage taken for your wedding (playable on computer only)

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\* Prices do not include transportation expenses if the event takes place outside of a 30-mile radius of Charleston, WV. For out-of-state events, please contact us for an estimate which would include lodging and meals. Does not include WV 6% sales tax.

\*\* You provide the music of your choice or we can supply music from our collection of music

\*\*\*Your DVD player must be able to read writeable DVDs (DVD-R or DVD+R) progressive scan.

***Prices and package details are subject to change without notice. Rates will not change for those under signed contract.***

### 3. Music Selections

Please list any music you would like included in the production if possible (including first dance, etc.). Please provide GM Productions with music if possible (if music is unavailable, not provided or not listed, GM Productions will select alternate music):

#### **LOVE STORY** *(if applicable)*

Song Title: \_\_\_\_\_

Artist: \_\_\_\_\_

Music Source:

GMP Video Music List      Client Provided: CD MP3

#### **WEDDING CREDITS**

Song Title: \_\_\_\_\_

Artist: \_\_\_\_\_

Music Source:

GMP Video Music List      Client Provided: CD MP3

#### **RECEPTION INTRODUCTION**

Song Title: \_\_\_\_\_

Artist: \_\_\_\_\_

Music Source:

GMP Video Music List      Client Provided: CD MP3

#### **WEDDING OPENING**

Song Title: \_\_\_\_\_

Artist: \_\_\_\_\_

Music Source:

GMP Video Music List      Client Provided: CD MP3

#### **PICTURE TAKING SEGMENT**

Song Title: \_\_\_\_\_

Artist: \_\_\_\_\_

Music Source:

GMP Video Music List      Client Provided: CD MP3

#### **HONEYMOON CANDIDS** *(if applicable)*

Song Title: \_\_\_\_\_

Artist: \_\_\_\_\_

Music Source:

GMP Video Music List      Client Provided: CD MP3

**Our Lives** *(if applicable)*

Song Title: \_\_\_\_\_

Artist: \_\_\_\_\_

Music Source:

GMP Video Music List      Client Provided: CD MP3

**4. Our Wedding Introduction**

Please list full names as they are to appear on your Wedding Video superimposed over your ceremony location.

Bride's Name: \_\_\_\_\_

Mr. & Mrs.

Groom's Name: \_\_\_\_\_

Dr. & Mrs.

**5. Wedding party**

Please PRINT neatly the names of your bridal party as you wish them to appear on the video.

Maid / Matron of Honor (circle one) \_\_\_\_\_

Best Man \_\_\_\_\_

Bridesmaids \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Groomsmen \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Flower Girl(s) \_\_\_\_\_

\_\_\_\_\_

Ring Bearer \_\_\_\_\_

Parents of the Bride \_\_\_\_\_

\_\_\_\_\_

Parents of the Groom \_\_\_\_\_

\_\_\_\_\_

Grand Parents \_\_\_\_\_

\_\_\_\_\_



## **6. Terms and Conditions** (*GMP refers to GM Productions*)

**Payments** - Deposit fee is applied to the total balance and is due upon signing this contract. Contract is null and void if reservation fee is not paid or returned unpaid. 25% of the final amount that is due is required 4 weeks before the wedding. The remaining amount will be due upon delivery of the final product. GMP reserves the right to cancel this contract and not provide wedding coverage if payments are not made on time.

**Exclusive Rights** – It is understood that GMP is the exclusive official videographer retained to perform the services detailed in this contract.

**Copyrights** – GMP reserves the right to use the products, images, video and audio and any variations of those described in this contract for any purpose it desires including promotional display, publication or reproduction in any form it desires. The video is strictly produced for the client’s private home use only. Client assumes all liability for any form of copyright infringement.

**Production/Editorial Control** – Client grants GMP full production and editorial control regarding all aspects of this production. In the case a particular segment of the event is either not recorded, partially recorded or not part of the final edited product, it is at the discretion of GMP. Any “special” events during the ceremony or reception must be brought to the attention of GMP prior to the event.

**Coverage** – GMP will begin coverage at the arrival time specified in this contract and will end eight hours after that time or when the videographer determines that applicable events have concluded. Should events continue past six hours, additional coverage time may be requested by client at the time of the wedding at a cost of \$100/hr. which will be due prior to delivery of the final product. We do not ask for a courtesy meal for videographers but may take up to ½ hour for a meal at an opportune time during the reception.

Other videographers may not use lights or wireless microphones without GMP’s consent, and may not interfere with GMP personnel and will be instructed by client not to be in GMP’s camera(s) view.

Please inform photographer that a videographer will be present. It is the client’s responsibility to negotiate any conflicts between this contract, and that of the photographer’s.

**Access/permission** - It is the sole responsibility of the client to secure permission of the church, synagogue, or other site officials to film the ceremony and negotiate any modifications to their regulations. GMP will abide by the site’s rules

regarding camera placement at the ceremony. Denial of access to GMP by location staff or administration does not constitute grounds for a refund, and may affect the overall quality of the finished video. The client must provide GMP the wedding guidelines of the location. GMP is not responsible for failure to cover wedding events not mentioned in the contract form.

GMP requests that the bridal party arrange complete access for the videography crew to the ceremony location (ex. church) 2 1/2 hrs in advance of the ceremony to allow for ample set up time. Failure to do so might compromise the quality of the video. GMP is not responsible for compromises in the quality of the video due to a lack of the requested set up time.

**Announcement** – GMP request the Bride and Groom to include in their newspaper/other media wedding announcement: “**GM Productions of Charleston WV was the wedding videographer**”.

**Cell phones/pagers** – Due to the RF and IR signal broadcasts from cell phones, pagers and PDA smart phones, to ensure that the signal is not captured on sensitive audio and video equipment during filming, we respectfully ask that you note in your ceremony program/bulletin that any of these devices be turned off for the ceremony. GMP will make all effort to “edit out” any stray signals but cannot guarantee that it can be done.

**Accommodations** – GMP will require client to pay for moderate accommodating overnight lodging if the location of the wedding requires GMP to travel more than 40 miles from Charleston WV. Client will reserve overnight accommodations for each separate GMP videographer/employee and a guest of each employee. Should the wedding location be more than 50 miles from Charleston, WV, client will pay for travel expenses including gasoline and meals per videographer. If more than 200 miles from Charleston WV, client will pay for public transportation (airfare) for all videographer employees.

**Restrictions** – Client is aware that restrictions imposed by others (e.g. photographer, church, reception hall, guests etc.) and the constraints of the physical environment, safety, weather and acts of GOD can affect the quality and extent of video coverage possible. Client is responsible for obtaining all permissions and clearances etc. and adequate shelter from inclement weather and extreme temperatures as required for GMP to operate. Client warrants that he/she has the legal rights to anything GMP will videotape or any materials provided including photos and music as part of the production described in this contract.

**Warranties** - GMP makes no warranties expressed or implied as to the production detailed in this contract.

**Cancellations** - In the event of a cancellation of this contract by client, client agrees that all fees already paid to GMP at the time of cancellation date will be forfeited. In the event of a postponement, the fees paid may be used for any future event up to one year past the original date specified in this contract providing GMP has no other obligations for the future date. After that time, all fees will be forfeited to GMP.

**Payment** – Deposit as stated per package is required to secure a date. A 6% West Virginia Tax will be added to Packages and Additional Options. The balance of the account is due after the final product is delivered. We accept online payments thru our electronic payment invoice using Paypal.

**DVD Compatibility** – GMP makes no guarantees as to the compatibility of the DVD's produced and the clients DVD player. DVD's used are DVD-R format and are compatible with most home DVD players. Progressive scan DVD players are recommended. A reminder that the DVD players must be of good working order, no dirty heads. Freeze (lag time) in players may cause DVD videos to hang or seem to freeze, be sure that your player is in good working order.

**Liability** – GMP takes great pride in its work. However, in the event that GMP fails to comply with the agreements made in this contract, GMP's liability is limited to any amount paid. GMP reserves the right to cancel or modify any portion of this contract without nullifying the remainder of the contract.

**Delivery of Final Product** – Client will be notified immediately when the final product is ready. Normal editing and completion times are 4-6 weeks but can be affected by options selected and complexity of the wedding. During the peak wedding season, it can take up to 6-9 weeks for DVD completion due to heavy volume of editing that is required for prior wedding projects. Final product can be picked up, delivered or mailed when finished after the final payment is made. Additional DVD copies can be purchased anytime after the wedding up to 6 month after your DVD has been sent.

**Quality** - GMP will take paramount concern to produce a finished product of excellent quality and makes no guarantees, neither expressed nor implied, in regard to aesthetic qualities of the completed project. Your satisfaction is our primary goal. By signing, you, the client(s), acknowledge that the finished product is a creative work, and as such, reasonable artistic discretion will be used in the filming and editing of the resulting video. Client requested changes to the finished product may, at the discretion of the GMP, result in additional charges not included in this contract.

**Changes** - All parties agree that any changes to this contract must be in writing.

I have read and understand the terms and conditions specified in this contract and agree to such.

Client Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

GMP Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_