

# *Best of The Knot three years in a row (2010-2012)!*

*Thank you for your interest in our wedding video services and congratulations on your engagement!*

Our services are geared toward couples who want a professional approach to their wedding video;

- Elegant and beautiful video shot with **High Definition** video cameras.
- We are as unobtrusive as possible.
- Our work speaks for itself.
- We will capture a lasting memory of your special day that can only be truly captured and enjoyed for years to come on video.
- Typically, we will spend, no less than, 65 plus hours on your project.
- We are not a Wedding Video “factory”.
- We do more, for less, than other videographer companies.
- We provide a wireless microphone for the groom to capture the vows.
- We provide 3 **High Definition** cameras and 3 videographers to capture your Ceremony.
- We don't believe in making you wait forever for your video, around 90 days, many times less!
- We offer Blu-Ray capability, several other companies do not or charge a lot more for it.

*“We just wanted to say THANK YOU so much for our wedding video. It was more than we expected. You did an incredible job and it was the best present that anyone could have given us. Thanks again for all the time you put towards it. Between my mom and me I'm not sure who is going to watch it more ☺ THANKS – WE LOVE IT!!!”*  
Ryan and Jaime Hale, West Chester, OH

*“Just wanted to let you know that Jim and I finally had a day off and we were able to watch both dvd's. You did a great job! You seemed to have captured everything and then some :) Thanks again for both dvd's! We look forward to watching again in months and years to come! Great work!”*  
Jim and Katherine Smetana, Chicago, IL

Call us at (513) 443-4560 to ask questions and/or to schedule an appointment.

We divide payments two ways: initial deposit of \$400.00 holds your date; second/final payment is due two weeks prior to wedding. Accepted forms of payment; Check, MasterCard, Visa, American Express or Discover.

Because we book up quickly and we limit the number of weddings we can do, if you are interested in our services, we respectfully suggest that you contact us at your earliest convenience. Our website has a lot of other useful information you may wish to look at. [www.clapboardvideo.com](http://www.clapboardvideo.com)

*Artfully capturing a lifetime of memories...*

Best Wishes,



**Clapboard Video**

906 Cardinal Drive  
Lebanon, Ohio 45036



## *Masterpiece Package (\$1450.00)*

- Three High Definition quality video cameras and three videographer's for your Ceremony.
- We attend your Rehearsal to check for camera placement only, no video will be shot (max 1 hour).
- We arrive an hour early on the wedding day to set up and film interior/exterior/decor.
- Wireless microphone for the groom during ceremony.
- Three copies of your finished DVD or Blu-ray with custom/tailored menus and case.
- Your discs will be completed within 90 days (approximate) of wedding, sooner if possible.
- One High Definition quality video camera and one videographer for your Reception.
- "Wedding Wishes" segment from as many of your guests as possible.
- Music Video - 6 to 12 min video recapping your day on web within 3 weeks.
- Encompasses your Ceremony and Reception (max 8 hours).

## *Princess Package (\$1850.00) Everything in Masterpiece Package plus;*

- "Bridal Prep" - A short segment following the couple/bridal party getting ready the day of the wedding (before ceremony). Max of 4 hours consecutive before ceremony. One videographer and HD camera, unlimited locations.
- Photo Montage - 50 pictures included in package. You provide us photos from childhood, dating, the wedding/honeymoon or whatever. Scanning is included if not already in electronic format. We make them stand out with music and other transitional elements. We can add these to your final product and/or put on an individual DVD for you to play at the reception on a loop, your choice. Of course, you need to provide the TV and player if that's what you want to do. Certain sizing requirements are involved and we need your pictures at least two months in advance. (**May extend finished product delivery due to photographer wait times on pictures to do this**)
- Encompasses your Bridal Prep, Ceremony and Reception (max 12 hours).

## *Lifetime Package (\$2450.00) Everything in Princess Package plus;*

- Photo Montage (additional 50 photos included)
- Thank You Discs - (set of 10), mini-dvd with custom label, customized text from you to your Bridal Party, family, friends, etc. along with a music video of your day, to give as a gift.
- Limo Cam - we lend you an HD camera, you film the travel from Ceremony to Reception and we add to your DVD.
- A second videographer and camera at your reception to cover an even greater scope of your event!
- No time limits, no location limits - you get us all day, at all locations!

## *Ala Carte (Add-Ons)*

- Blu-ray/DVD mixmatch - \$150.00 (3 sets DVD and 3 sets Blu-ray)
- Additional Blu-Ray copies - \$35 each
- Additional DVD copies - \$25 each
- Picture Montages - add on for only a \$1.50 a picture (scanning included if needed), minimum 50.
- Bridal Prep - \$400, max 4 hours coverage, pre-ceremony.
- Save The Date - \$300, short love story video showcasing your wedding date, done two or more months in advance.
- Thank You Discs - \$100 (set 10), mini-dvd with custom label, customized text, short music video of your day, give as a gift.
- Limo Cam - \$100, we lend you an HD camera, you film the travel from Ceremony to Reception and we add to your DVD.
- Additional videographer hours \$75 each hour, per videographer.

Any package South I-275, North I-70, West of Oxford, East of Wilmington will incur added mileage costs.

*Ohio sales tax will be added to all pricing listed*

INITIALS: \_\_\_\_\_



## *Chart of Services Offered*

<b>Services</b>	<b>Masterpiece</b>	<b>Princess</b>	<b>Lifetime</b>	<b>Add-Ons</b>
Rehearsal Attendance (1 hr)	INCLUDED	INCLUDED	INCLUDED	NO CHARGE
Reception ONLY (4 hrs)	INCLUDED	INCLUDED	INCLUDED	\$ 500.00
Music Video Web Recap within 4 weeks	INCLUDED	INCLUDED	INCLUDED	\$ 150.00
"Wedding Wishes" Interviews	INCLUDED	INCLUDED	INCLUDED	\$ 150.00
Bridal Prep Pre-Ceremony Coverage (4 hrs)		INCLUDED	INCLUDED	\$ 400.00
Photo Montage		50 INCLUDED	100 INCLUDED	\$1.50ea min50
"Save the Date"				\$ 300.00
Thank You Discs (set of 10)			INCLUDED	\$ 100.00
"Limo Cam" You film Ceremony to Recept.			INCLUDED	\$ 100.00
HD Cameras at Ceremony	3	3	3	NO CHARGE
HD Cameras at Reception	1	1	2	\$ 150.00
Videographers at Ceremony	3	3	3	NO CHARGE
Videographers at Reception	1	1	2	\$ 150.00
Wireless microphone (1) for groom	INCLUDED	INCLUDED	INCLUDED	NO CHARGE
DVD or Blu-ray sets included	3	3	3	\$25 / \$35
Hours on Location	LIMITED	LIMITED	UNLIMITED	\$ 75.00
S I-275, N I-70, W Oxford, E Wilmington	QUOTE	QUOTE	QUOTE	
Package Price	\$ 1,400.00	\$ 1,850.00	\$ 2,450.00	

*Ohio sales tax will be added to all pricing listed*

INITIALS: \_\_\_\_\_



# Wedding Agreement

PLEASE PRINT CLEARLY

<b>WEDDING DATE</b> _____	
BRIDE _____	
GROOM _____	
CEREM. & RECEP. START	_____
CEREM. & RECEP. END	_____

CONTACT INFORMATION	
Name	_____
Address	_____
City, State, Zip	_____
Mobile Phone	_____
Home Phone	_____
Email	_____

VENDOR/PARTICIPANT INFORMATION	
Officiant	_____
Planner	_____
Photographer	_____
DJ/Band	_____

LOCATIONS (NAME AND ADDRESS - LIST ONLY WHERE WE ARE FILMING AT)	
Ceremony <input type="checkbox"/> INDOORS <input type="checkbox"/> OUTDOORS	_____
Reception <input type="checkbox"/> INDOORS <input type="checkbox"/> OUTDOORS	_____
Bridal Preperation (include start time)	_____
Other <input type="checkbox"/> PRE-CMY <input type="checkbox"/> POST-CMY	_____

BRIDAL PARTY - USE REVERSE SIDE IF NECESSARY - NOT NEEDED IF YOU WILL HAVE A PROGRAM	
Bride Parents _____	Groom Parents _____
Maid Honor _____	Best Man _____
Maid #1 _____	Groom #1 _____
Maid #2 _____	Groom #2 _____
Maid #3 _____	Groom #3 _____
Maid #4 _____	Groom #4 _____
Maid #5 _____	Groom #5 _____
Flower Girl _____	Ring Bearer _____

PACKAGES & ADD-ONS	
<input type="checkbox"/> MASTERPIECE <input type="checkbox"/> PRINCESS <input type="checkbox"/> LIFETIME <input type="checkbox"/> DVD or <input type="checkbox"/> Blu-Ray	
(    ) # of DVD's \$25 ea    (    ) # BLU-RAY's \$35 ea    (    ) Save Date    (    ) Limo Cam	
(    ) Bridal Prep    (    ) # Montage Photo    (    ) Thank You Discs    (    ) # Addl Hours	

Below for Clapboard Video use only	
Package Price	_____
-	_____
+ Add-Ons	_____
+ OH Sales Tax	_____
- Deposit	\$ 400.00
= Balance Due	_____

Where did you hear about us? \_\_\_\_\_

Rehearsal Start: \_\_\_\_\_      Bridal Prep Start: \_\_\_\_\_

Save the Date film on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Photo Montage separate DVD(s) # \_\_\_\_\_

**DUE DATE**

INITIALS: \_\_\_\_\_

**SCOPE AND PURPOSE**

This Agreement constitutes an order for video filming and production services between *Clapboard Video LLC* (hereafter referred to as *CBV* and comprised of its principal operators) and the Bride and Groom listed on page four (hereafter referred to as *the client*). This Agreement supersedes and replaces all previous understanding, agreement or contract, written or verbal, between *CBV* and *the client*. The purpose of this Agreement is to protect both *the client* and *CBV*. The day of the event is no time for misunderstandings and oversights to surface, and this Agreement seeks to alleviate this possibility.

**DEPOSIT**

A \$400 deposit is required to reserve the date. Upon receipt of retainer and signing of agreement, *CBV* will reserve the time and date agreed upon, and will not make other reservations for this time and date. For this reason, all deposits are non-refundable if the wedding is cancelled for any reason.

**RETURNED CHECKS**

There will be a \$35 fee for any returned checks. If the retainer is paid by check and the check is returned, the Agreement is void and the production date is no longer secured.

**RESCHEDULING**

If *the client* wishes to change the production date, rescheduling will be subject to the availability of *CBV*. *CBV* will make reasonable effort to work with *the client* should changes occur. If available, *CBV* will shoot the new date at the current rates in effect at the time of the change of date. If *CBV* is unavailable on the new date, all money paid less the deposit will be refunded.

**TERMINATION OF AGREEMENT**

*CBV* reserves the right to terminate the Agreement for any reason at any time. Should *CBV* terminate the Agreement, all money paid, including the deposit, will be refunded. *The client* reserves the right to terminate the Agreement for any reason at any time. Should *the client* terminate the Agreement, all money paid, less the deposit, will be refunded. *CBV* retains control of all video content that was produced prior to the termination.

**FINAL CONSULTATION**

This Agreement for services includes a final consultation (phone/email) between *CBV* and *the client* to the wedding. This communication is required to make important preparations for filming. Failure on the part of *the client* to participate in this consultation will drastically affect preparation of, the wedding day, and therefore *CBV* will not be held responsible for any particular event that is not recorded, partially recorded, or not a part of the edited master film.

**FACILITY USE PERMISSION**

It is the sole responsibility of *the client* to secure permission of church, synagogue or other site officials to film the ceremony and negotiate any modifications to their regulations. *CBV* will abide by the rules of the church or synagogue regarding camera placement at the ceremony. Permission of the officiant is required before any cameras or equipment are set up. Denial of access to *CBV* by location staff or administration does not constitute grounds for a refund, and may affect the overall quality of the finished video. Please keep in mind that we use three (3) cameras for the ceremony (back, left and right).

**LIABILITY**

*CBV* will take utmost care to produce a video of excellent quality. However, we will not be held responsible for circumstances beyond our control, including but not limited to power failure, equipment malfunction, defective tape stock, Acts of God, nature, illness, accident, theft or vandalism. If filming is prevented due to such occurrences, the retainer will be refunded. Under any and all circumstances, *CBV* liability is limited to the refund of the retainer. In the event of inclement weather, recording may be limited per the decision of *CBV*. *The Client* agrees to forfeit all punitive damages. No other warranty is expressed or implied. *The client* hereby releases, discharges and agrees to hold harmless *CBV*, its heirs, legal representatives, assigns, employees or any persons or corporations acting under permission or authority from *CBV* from and against any and all claims, including but not limited to, liability as a result of any distortion, blurring or alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in the capturing, editing or reproduction of the production.

**PRODUCTION MATERIALS**

*CBV* requests that any photos, song selections, end credits form, and/or any other materials required for the completion of the production be given to us 30 days prior to the wedding. Production may proceed without these materials if *the client* has not supplied them in a timely manner. No part of fees paid for the production will be returned. All materials will be returned to *the client* with delivery of the finished product. Although all possible care will be taken to safeguard these materials, *CBV* is not responsible for any materials lost or damaged while in possession of *CBV* or in transit, beyond replacement cost.

INITIALS: \_\_\_\_\_



**PRODUCTION AND EDITORIAL CONTROL**

CBV 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. Client requested changes to the finished product will be billed at \$150 per hour. The client has had opportunity to critically view samples of CBV video work, and has retained CBV as the exclusive official videographer to cover the event. The client grants CBV full production and editorial control regarding all aspects of production and postproduction. CBV makes no guarantees either expressed or implied in regard to aesthetic qualities of the completed video production. CBV makes no guarantees concerning any particular effect, interview or special request. In the event that a particular segment of the event is not recorded, partially recorded, or not a part of the edited master film, it is at the sole discretion of CBV as the exclusive producer of the film. It is understood and agreed that CBV cannot guarantee to produce any video product of any specific object(s), situation(s), person(s), or event(s) or in combination thereof, taken by CBV in the performance of the duties and/or services specified in this assignment. CBV is the exclusive professional videographer and will have the first choice of camera locations. Other videographers may not use lights or wireless microphones without CBV's consent, and may not interfere with CBV personnel and will be instructed by client not to be in CBV'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. The Client understands that DVD/Blu-Ray technology is not yet perfect. CBV cannot guarantee 100% compatibility with all DVD/Blu-Ray players. In the event your disc does not play, we will work with you to rectify the issue if at all possible.

**RECEPTION BREAK & OVERTIME**

CBV will be allowed to schedule a work break of at least 15 minutes during any production exceeding four hours. We will take this break at a convenient time in the Reception so as not to miss any functions going on. When event activities extend beyond the agreed upon length of time of coverage and/or the client requests extended coverage, overtime will be billed at the current rate of \$75.00 per hour, until such time as the client has departed or informs CBV to discontinue.

**FINAL PAYMENT AND DELIVERY OF VIDEO & SUBSTITUTE VIDEOGRAPHER**

Delivery of production will be approximately 90 days after the event and all pre-production material is received by CBV. After CBV has received the final payment in full (due two weeks prior to wedding), and any payments made by check have cleared through the client's financial institution, the production disc will be mailed or hand delivered to the client. The completion period is only an approximate length of time and any longer periods necessary for completion will not void this contract. The Videographer cannot accept responsibility for material lost or damaged in transit. The Videographer may substitute another Videographer to take over in the event of Videographers illness or of scheduling conflicts. In the event of such a substitution, Videographer warrants that the Videographer shooting video shall be a competent professional.

**VIEWING AND DISPLAY RIGHTS**

The video is strictly produced for the client's private home use only and the client is granted a license for that right. Any duplication, other viewing use, or broadcast (including internet use) without written consent of CBV is strictly prohibited. The client assumes full responsibility and liability for any public performances or display of the video that they initiate. All audio and video footage is the copyrighted property of CBV and/or other performers (music) and protected under Federal Copyright Law. CBV reserves the right to use any portions and/or all footage for promotional, publicizing, exhibition in connection with commercial advertising standards. The client agrees to provide general notice to all guests and service providers that the event will be recorded. With this notice, and by virtue of their attendance, all guests and service providers acknowledge and give permission for the use of their images, voices, and likenesses by CBV. It is the client's sole responsibility to inform Clapboard Video of any specific needs or changes in events.

By signing, client acknowledges that they understand that due to the nature of live events no shots can be guaranteed or promised. Past performance is no guarantee of future results. We are not responsible for mistakes in addresses or directions or any information provided by customer. Double check all important information that we might need to do our job effectively.

I \_\_\_\_\_ have read and agree to and understand the terms and conditions of this Agreement, including package selection, cost and coverage by my signature below and my initials on the preceding pages. By signing this contract I am bound to the terms and conditions of this contact.

***Please return pages 2 thru 6 within a week of deposit, if not the same day, to secure scheduling.***

Client Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

CBV Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_



# Wedding Videography Shot List

(due at least 30 days in advance)

Your Name \_\_\_\_\_ Date of Wedding \_\_\_\_\_

Choose the shots you want on your wedding day. (We do our absolute best but cannot promise all shots due to the nature of live events). By completing this form it will assist us; Clapboard Video in attempting to capture what is most important to you “the client”. Fill out as much or as little as you need.

*By default, we will shoot the usual shots; Event Location (interior/exterior), Ceremony, Decorations, Cake, Tables, Bridal Party Intro, Father Dance, Mother Dance, Toast(s), Bride/Groom Dance, Garter Toss, Bouquet Toss, Mingling, Dancing, Guests Seating/Arriving, etc.*

- 1) Is there anything else we should be aware of that is happening before/during/after ceremony?
  
  
  
  
  
  
  
  
  
  
- 2) Will there be a candle lighting/sand unity at the ceremony?
  
  
  
  
  
  
  
  
  
  
- 3) Will the dances/toasts/garter/bouquet toss all be happening back-to-back with no time between them, or will they be spread out throughout the reception? Please be as detailed as possible, use back if necessary.
  
  
  
  
  
  
  
  
  
  
- 3a) Will they be starting immediately after Bridal Party Introduction?
  
  
  
  
  
  
  
  
  
  
- 4) Balloon release, bubbles, rice throwing? Give details.
  
  
  
  
  
  
  
  
  
  
- 5) Write down any other “shots” you would like us to attempt to capture.  
*We cannot guarantee any shot due to the unpredictable nature of live events.*
  
  
  
  
  
  
  
  
  
  
- 6) Song's and Artist's you would like us to use; if we cannot secure a song, we may ask you for a copy.  
· If none listed, we will find something suitable. Please list 10 minimum.

INITIALS: \_\_\_\_\_