

# Videography Worksheet

4. Does the videographer do editing in house or contract it out?

Is the editing done in-house or sent out? Will you have input in the editing process such as choosing the captions and background music? Is it possible to intersperse photographs of the couple? Are special effects included in the cost?

5. Does your videographer know your photographer?

Ask if there is a problem working with the photographer you have chosen, and ask if the two of them can coordinate camera placement prior to your wedding.

6. When will the tape(s) or DVD be available?

If you're having your tape edited, ask how long that takes and when you will have the final product. Remember that it takes several days to a week to edit the footage. Ask about waiting periods, especially during peak wedding seasons. It's to your advantage to make your final payment upon delivery—otherwise you are at the mercy of schedules.

7. How long is the master tape kept?

Ask if you will be able to get more copies if desired in the future, and will you be notified if they are no longer keeping the masters. Will you be able to purchase them?

## Once You've Decided

When you've made your final decision on a videographer, notify them as soon as possible to lock in your wedding date. Meet with them and be sure to get all of the details in writing. The contract should contain important information as listed on page 24.

## Details

Let your videographer know the details of your wedding and of any special circumstances such as:

- number in wedding party
- children in wedding party
- restrictions at the ceremony or reception
- lists of special moments not to be missed
- will they start at the house or church

Decide if you want the videographer to go ahead to the reception even if you are having photographs taken after the ceremony. They can be filming all of the fun you are missing! Video is the only moving record you will have of your wedding. Be sure to hire a professional to keep that memory alive.

Videography Studio \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Consultant \_\_\_\_\_ Business Hours \_\_\_\_\_  
Web Site \_\_\_\_\_ E-mail Address \_\_\_\_\_

## Videography Details

Number of Cameras \_\_\_\_\_ Videographers \_\_\_\_\_

Arrival Time for Set-up at House \_\_\_\_\_ at Ceremony \_\_\_\_\_

Arrival Time for Set-up at Reception \_\_\_\_\_

Editing Hours Required (approximate) \_\_\_\_\_ Price \_\_\_\_\_

Special Effects (list) \_\_\_\_\_

\_\_\_\_\_ Price \_\_\_\_\_

Price of Finished Tape \_\_\_\_\_ No. Needed \_\_\_\_\_ Total \_\_\_\_\_

Price of Highlights Tape \_\_\_\_\_ No. Needed \_\_\_\_\_ Total \_\_\_\_\_

Other \_\_\_\_\_ Price \_\_\_\_\_

Tapes can be Picked Up on (date) \_\_\_\_\_ at \_\_\_\_\_

Total Price of Order (including tax ) \_\_\_\_\_ Deposit Paid \_\_\_\_\_ Date \_\_\_\_\_

Balance Due \_\_\_\_\_ Balance Due on or Before \_\_\_\_\_

## Cancellation Policies & Notes