

SPRUCE FILMS' EVENT PRODUCTION

Specializing in Wedding Videography!

DON SWANSON, VIDEOGRAPHER & EDITOR | WWW.SPRUCEFILMS.COM/WEDDING
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Wedding Production Services Contract

NAMES: _____ & _____
(Bride) (Groom)

ADDRESS WHERE FINISHED PRODUCT WILL BE MAILED:

HOME PHONE: _____ CELL PHONE: _____

DATE OF WEDDING: _____ TIME OF WEDDING: _____

LOCATION OF CEREMONY:

CEREMONY ADDRESS (BE SPECIFIC FOR GPS):

LOCATION OF RECEPTION:

RECEPTION ADDRESS (BE SPECIFIC FOR GPS):

PHOTOGRAPHER: _____ DJ: _____

PACKAGE YOU ARE CHOOSING:

_____ **PENNY PINCHER 1: \$500 (3 DVD COPIES)**
CEREMONY EDITED FROM 2 CAMERAS

_____ **PENNY PINCHER 2: \$800 (3 DVD COPIES)**
CEREMONY EDITED FROM 2 CAMERAS & FILMED RECEPTION

_____ **PLATINUM 1: \$1,000 (3 DVD SETS)**
*CEREMONY EDITED FROM 2 CAMERAS, FILMED & HIGHLIGHTED RECEPTION,
FREE OPTIONS FROM LIST*

_____ **PLATINUM 2: \$1,200 (3 DVD SETS)**
*PICTURE MONTAGE, CEREMONY EDITED FROM 2 CAMERAS, FILMED & HIGHLIGHTED RECEPTION,
FREE OPTIONS FROM LIST*

_____ **PLATINUM 3: \$1,700 (3 DVD SETS)**
*PICTURE MONTAGE, FILMED REHEARSAL & DINNER, CEREMONY EDITED FROM 2 CAMERAS,
FILMED & HIGHLIGHTED RECEPTION, FREE OPTIONS FROM LIST*

PLEASE CHECK FREE OPTIONS THAT YOU WOULD LIKE INCLUDED WITH YOUR PLATINUM PACKAGE:
PLEASE NOTE, IF AN OPTION IS NOT CHECKED IT WILL NOT BE INCLUDED. OPTIONS APPLY ONLY TO PLATINUM PACKAGES.

_____ FILMING/INTERVIEWS OF WEDDING PARTY AT CEREMONY LOCATION PRIOR TO CEREMONY

_____ FILMING/INTERVIEWS OF WEDDING PARTY AT CEREMONY LOCATION AFTER THE CEREMONY

_____ FILMING OF RECEIVING LINE/EVENTS AT CEREMONY LOCATION AFTER THE CEREMONY

_____ FILMING OF FORMAL PICTURES TAKEN BY PHOTOGRAPHER AT CEREMONY LOCATION

_____ FILMING OF FORMAL PICTURES TAKEN BY PHOTOGRAPHER IN ROUTE TO RECEPTION LOCATION

_____ FILMING OF WEDDING PARTY ARRIVING AT RECEPTION LOCATION

_____ FILMING OF FORMAL PICTURES BY PHOTOGRAPHER TAKEN AT RECEPTION LOCATION

_____ FILMING/INTERVIEWS WITH WEDDING PARTY UPON ARRIVING AT RECEPTION LOCATION

_____ FILMING OF GUEST MESSAGES AT RECEPTION

DO YOU PERMIT THE USE OF A VIDEO LIGHT AT THE RECEPTION (IF RECEPTION IS FILMED)? _____

IS THERE ANYTHING SPECIAL THAT MAY BE FILMED THAT YOU WANT TO ELABORATE ON? BE SPECIFIC:

TITLE & ARTIST OF SONG FOR RECEPTION HIGHLIGHTS (IF APPLICABLE):

TITLE & ARTIST OF SONG(S) FOR PICTURE MONTAGE (IF APPLICABLE):

ACCEPTED TERMS:

- 1) \$250 deposit to save the date is to be delivered before acceptance of this contract.
- 2) Payment is to be made in full prior to the start of the ceremony.
- No editing will be done until payment/fees are paid in full.
- 3) Spruce Films/Don Swanson maintains ownership of the master video and reserves the right to use the video and/or reproductions in whole or part for promotional purposes.
- 4) It is your responsibility to provide a CD of the song(s) you wish to accompany your reception highlights and/or picture montage (if applicable). If you fail to provide a CD, a fee of \$5/song will be charged for obtaining and incorporating the song(s).
- 5) It is your responsibility to provide chronologically labeled pictures for your picture montage (if applicable) either on a CD or as prints. No editing will begin until pictures are received.
- 6) One meeting is included at no charge prior to the wedding regardless of which package is chosen, however, it is the client's responsibility to request said meeting.
- 7) It is appreciated if a meal is provided at the reception, however, if one is not other arrangements will be made which may result in missing reception events at no penalty to Spruce Films/Don Swanson.
- 8) The \$250 deposit to save the date is non-refundable if you, the client, cancel services for *any* reason.
- 9) Extreme care in filming and handling footage is taken, as is producing the final product, however, if the final product is not delivered in accordance to this contract, for any reason, Spruce Films/Don Swanson's liability is limited to refund of the deposit and any additional monies paid.
- 10) All checks are to be made payable to Don Swanson.

BY SIGNING BELOW YOU ARE AGREEING TO ALL TERMS AND FEES ADDRESSED IN THIS CONTRACT:

ACCEPTED BY: _____ **DATE:** _____
(Client)

ACCEPTED BY: _____ **DATE:** _____
(Videographer & Editor)

For Use by Videographer

\$250 Deposit paid on _____

Balance of _____ **paid in full on** _____

Additional Fees paid on _____ **(if applicable)**

Signature Verifies all Contract Requirements Fulfilled: _____