

CMR Entertainment

1 Red Gravel Circle
Sicklerville, NJ 08081

609.209.3027

www.cmrentertainment.com

WEDDING VIDEO PLANNING GUIDE

Please complete and return two weeks prior to wedding.

Date of Wedding _____ Hours of Coverage from _____ : _____ AM/PM to
_____ : _____ PM

NOTE: *Hours of coverage must start at least one hour before ceremony.*

Name of Bride as you want it to be on video _____

Name of Groom as you want it to be on video _____

Time Ceremony to Begin at: _____ Time Reception Scheduled to End at: _____

Ceremony Location _____ Reception Location _____

Does video coverage start at bride's home or other location? _____

If yes, where and when? _____

If video starts at other location than ceremony, coverage must start at least two hours before ceremony--send map Rehearsal Date and Time (I will try to attend)

PLEASE INCLUDE DIRECTIONS TO CEREMONY AND RECEPTION

- Do you want a short form video or long? Short Form is where I edit down the ceremony to highlights and long form is edited down also but not as much. _____
- What is your photographer's name? _____ Phone _____

- Do you have a wedding coordinator or consultant? _____ Name _____
Phone _____
- What time is the bride arriving? _____ What type of Car? _____
- Will bride be dressing or staying in a separate room at church? _____
- Religious denomination of ceremony _____
- Name of Clergy person _____
- Is the video location restricted during ceremony? Yes/No _____
- How unobtrusive should the video be? Very Unobtrusive ? Normal ? Whatever it takes for best video coverage. (Please Circle One)
- Describe any special or unusual events before, during or after ceremony, (unity candle, flowers to parents, etc.) or reception or special requests if any:

- Number of guests _____.
- Is your music a Band _____, DJ _____ or Other _____
- Is your meal a buffet? _____ or sit-down? _____ Do I need to bring a meal for my assistant and myself? _____

Approximate times of events (please cross out the events you will not be doing).

- _____ Receiving Line (Where?) _____
- _____ Formal Shoot (Where?) _____
- _____ Introduction
- _____ First Dance
- _____ Blessing/Given By _____
- _____ Toast/Given By? _____
- _____ Dinner
- _____ Bride & _____ Dance
- _____ Groom & _____ Dance
- _____ Cake Cutting

- _____ Bouquet Toss
- _____ Garter Toss

I will be looking for special relatives and friends; please circle all those attending wedding and the number of each.

- **Bride's:** mother # _____, father # _____, step-mother # _____, stepfather # _____,
- grandmother # _____, grandfather # _____, sisters # _____, brothers # _____,
- others _____
- Are the bride's sisters and brothers in the wedding party? _____
- Special relatives/friends of the bride: _____
- **Groom's:** mother # _____, father # _____, step-mother # _____, step father # _____, grandmother # _____, grandfather # _____, sisters # _____, brothers # _____, others _____
- Are the groom's sisters and brothers in the wedding party? _____
- Special relatives/friends of the groom: _____
- Are you driving away at the end of the reception or staying? _____
- Video coverage ends at _____:_____ PM/AM.
- If events have not ended, do you want me to stay overtime? _____

Please Feel Free To Give Me More Details. The More I Know About You And Your Wedding Day...The Better Your Videotape Will Be.



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Production Agreement

Client

Name _____

Phone h _____ w _____ f _____ email _____

Address _____

Future Address _____

Event

Date _____ Time ____:____ Type of Event _____

Event Location(s) _____

Services

Video Coverage _____

\$ _____ For _____

\$ _____ For _____

\$ _____ For _____ Additional DVD-Rs

\$ _____ Sub Total

\$ _____ Sales Tax

\$ _____ **Total**

\$ _____ Retainer (non-refundable reservation fee)

\$ _____ Balance due two weeks prior to event.



By signing this, you agree to all of the terms of this contract.

CLIENT _____ DATE _____

CMR Entertainment _____ DATE _____

Please sign this agreement and return it to me with the retainer. I will sign it and send you a copy and confirmation.

Agreement

CMR Entertainment Refers to Chris Rinaldi, CMR Entertainment, its lessees, contractors or sub-contractors, employees, agents or servants. If any portion of this agreement should be determined to be invalid, it is agreed that the invalidity of such portion shall not affect the validity of the remaining portions of this agreement. By signing, Client certifies that they have read both sides of this contract and agree to the terms and conditions.

AGREEMENT: A firm and binding agreement exists between CMR Entertainment and Client only after agreement has been properly executed and all fees paid at least two (2) weeks prior to the event. A retainer must be paid at the time of booking with the balance due and payable two weeks prior to the event date. This initial retainer is made to secure the exact date for CMR Entertainment services. It is the Client's guarantee that CMR Entertainment will not book someone else in Client's time slot. The retainer is non-refundable. Should Client not pay the

balance due two weeks prior to Client's event date, Client's retainer will be forfeited and the Studio will be under no further obligation to Client. If the event date is changed to a new date within one year and CMR Entertainment is available on the new date, CMR Entertainment will shoot on the new date and apply the retainer to the new date minus a \$200.00 rescheduling fee. A new contract must be written for the new date and all payments including balance paid at that time. No refunds will be made if wedding is postponed or canceled a second time. If CMR Entertainment is not available or if the event is canceled, CMR Entertainment will refund Client's money less the non-refundable retainer and the Client must notify CMR Entertainment immediately in writing. This agreement supersedes and replaces any previous document, correspondence, conversation or other written and/or oral understanding. Any controversy or claim arising out of or relating to this agreement, or breach thereof, shall be settled by arbitration and judgment upon the award by the arbitrator(s) may be entered in any court having jurisdiction thereof. The parties waive trial by jury, to the extent permitted by law, and expressly agree to mediation in any action or proceedings brought by either party against the other, or any matter connected with this agreement.

DISPLAY RIGHTS: It is understood that CMR Entertainment reserves rights to exclusive use of the videotape and reproduction, and you are acting as agents for all guests and grant CMR Entertainment rights for display use of videotapes produced under this agreement.

PRODUCTION & EDITORIAL CONTROL: CMR Entertainment is the exclusive official videographer retained by Client to cover event. CMR Entertainment is granted full production and editorial control by Client regarding all aspects of the production and post-production services for this event. In the case another outside video production company is present, CMR Entertainment has cause to discontinue coverage and no monies will be refunded; or the Client will be charged an additional \$300 per hour for each videographer present not associated with CMR Entertainment. In the case a particular segment of the event is either not recorded, partially recorded, or not a part of the edited master tape, it is at the sole discretion of CMR Entertainment and producer of the video recording. If something occurred at the wedding that Client does not want to appear on the videotape, Client must instruct CMR Entertainment before editing begins. If there are any errors, CMR Entertainment must be contacted within 2 weeks of delivery of tapes so corrections can be made. Editing errors are corrected at no charge (i.e spelling, technical errors). After two weeks, CMR Entertainment is not liable for any requested changes. Additional re-editing after video has been edited will be charged at current rate of \$150.00 per hour for editing and labor plus duplication fees. Allow an additional 10-12 weeks for reedits. CMR Entertainment reserves the exclusive right to edit all videotape. Additional copies will be made from the original master and by CMR Entertainment. Client is granted only a license to use production for private nonprofit uses, unless other permission is granted in writing by CMR Entertainment. Original tapes are not available to Client and are owned by the Studio and maintained for one year.

RIGHTS: Client warrants that he/she has the legal rights to anything CMR Entertainment will videotape including photos, audio, music and any other elements used in Client's videotape. Client agrees to indemnify and hold CMR Entertainment harmless for any loss, damage, or

liability for infringement of any rights arising from the use of tapes. Client assumes all responsibility for obtaining any necessary permission, clearance permits, access to, hook up fees and admission which may be required to videotape event. The video is for private home use only, and the Client assumes full responsibility and liability for any public performance or display of the video.

STUDIO LIABILITY AND GUARANTEES: CMR Entertainment's liability is limited to refund of money paid. CMR Entertainment takes the utmost care in producing Client's videotape. In the unlikely event that a problem arises and CMR Entertainment is unable to provide any videotape, all monies paid will be refunded. CMR Entertainment is not responsible for loss of video or audio quality due to restrictions at event locations. CMR Entertainment does not guarantee any particular shot, effect, interview or special request. If Chris Rinaldi has personally committed to being the primary event videographer and in the very unlikely event that an emergency arises (extreme sickness for example) and is unable to perform the services, the Client will be notified immediately and all money paid will be refunded to the Client. If this were to occur, every effort possible will be made by CMR Entertainment to recommend and secure another quality videographer for the Client. This is the extent of CMR Entertainment's liability. Your Primary videographer is Chris Rinaldi.

DVD-R's: The disc you receive is 100% DVD-R compliant and needs to be played on DVD-R compliant players only. There is no guarantee that your DVD-R will play in your DVD player if not on approved list.

WORKING CONDITIONS: Client must provide a safe working environment and is responsible for any damage to equipment done by guests. Shelter must be provided from rain, extreme temperatures and humidity, in these conditions video may be limited.

OVERTIME AND OTHER CHARGES: Overtime will be billed in 1/2 hour increments at the current rate of \$200.00 per hour, until such time as the Client has departed, informs CMR Entertainment to discontinue, or prearranged to end coverage.

PARKING FEES: Parking fees (valet or self parking), for each videographers car will be charged to the Client.

PRODUCTION MATERIAL: Including: Invitation, Program, Music, Directions and Planning Guide are due two weeks before event date. Production material delivered to CMR Entertainment after event will not be included in video production.

DELIVERY OF VIDEO/DVD-R: Will be approximately 5 to 7 months after event and all pre production material is received by CMR Entertainment. The completion period is only an approximate length of time and any longer periods necessary for completion will not void this contract. CMR Entertainment cannot accept responsibility for material lost or damaged in transit.

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Video Pre Production Information

I need the:

_____? BALANCE send check or credit card information (below)

_____? DIRECTIONS to the dressing location(s) if being covered, the ceremony and reception. Written directions are very important as I send copies to give to my assistants.

_____? INVITATION

_____? PLANNING GUIDE complete the enclosed planning guide and return.

Remember

1. **CEREMONY ARRANGEMENTS:** I am naturally very unobtrusive and will not distract you or your guests while videotaping your ceremony. I'm often contracted to attend the rehearsal and can speak with clergy about their video restrictions. Please ask the officiating clergy if I can videotape in such a way as to be able to see your faces during the ceremony. They are often more open to accommodating you and your special requests than accommodating me.

2. **ATTENTION GROOM:** I will be putting a wireless microphone in your boutonniere about 15 minutes before the ceremony. This is very important to properly record audio during the ceremony. Please do not turn it off after I put it on you. Nothing you say in this microphone prior to the ceremony will be recorded. It will not be amplified throughout the church at any time. Once the ceremony begins, it will be recorded only on video. Feel free to say all the beautiful things you naturally would say to your bride during the ceremony. I will remove this microphone right after the ceremony.