

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

Videographer Worksheet

Finding the Right Videographer

Based on recommendations, meeting in bridal shows and searching the Internet and the yellow pages we contacted various videographers.

We screened them and chose those that greeted us cordially, provided the information we requested in a timely manner, the people we spoke with were helpful but not too helpful and eager, yet followed up.

We feel that they will accommodate us well and within our budget.

We also judged them by their web sites. We liked:

- ✓ The look and feel of the web site.
- ✓ That the information we were looking for was right there.
- ✓ That the wedding videos we saw were, creative and of excellent quality,
- ✓ The special effects they used.
- ✓ That they were helpful and neither over powering nor over selling.
- ✓ That they included clearly posted name, address, phone and Email contacts.

We plan to interview the following Videographers:

Company Name: _____ Person in charge: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Appointment Date: _____ Time: _____

Company Name: _____ Person in charge: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Appointment Date: _____ Time: _____

Company Name: _____ Person in charge: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Appointment Date: _____ Time: _____

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Videographer Worksheet – About Our Wedding General Information for Videographer

Page 1 of 3

Take a copy of this page to every interview with a videographer. Fill in the costs. Compare prices, as well as your impression of the videographer / owner / manager. Will you be comfortable working with him/her? Be sure you interact well before you decide to hire.

Name of Videographer: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Web Site: _____ Interview Date: _____ Time: _____

TIME OF DAY FOR Ceremony

Morning: _____, Midday: _____, Afternoon: _____, Early Evening: _____, Late Evening: _____

Reception

Morning: _____, Midday: _____, Afternoon: _____, Early Evening: _____, Late Evening: _____

TIME OF YEAR

Fall: _____, Winter: _____, Spring: _____, Summer: _____

LOCATION FOR

Ceremony: Indoors _____, Outdoors _____, **Reception:** Indoors _____, Outdoors _____

STYLE OF Ceremony:

Religious _____, Contemporary _____, Theme _____, Other _____

Reception:

Black Tie / White Tie: _____, Formal _____, Semi-formal _____, Informal _____, Casual _____ Very Casual _____

SIZE OF WEDDING

Number of adults: _____ Number of kids: _____

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Videographer Worksheet – About Our Wedding Information for Videographer Regarding Video Locations

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Set-up at Ceremony Location:

Ceremony Location at: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Set-up On Date: _____ By: _____ o'clock

Set-up Date: _____ May start setting -up at: _____ o'clock. Setting -up to be completed by: _____ o'clock

Set-up at Reception Location:

Reception Location at: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Set-up On Date: _____ By: _____ o'clock

Set-up Date: _____ May start setting -up at: _____ o'clock. Setting -up to be completed by: _____ o'clock

Other location where to video (Studio, home, park, beach other):

Location: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Set-up On Date: _____ By: _____ o'clock

Set-up Date: _____ May start setting -up at: _____ o'clock. Setting -up to be completed by: _____ o'clock

Notes and Comments - specifics:

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

Videographer Worksheet – About Our Wedding

More Information for the Videographer Regarding our Specific Requests

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We would like Cinematic style videos. Yes: _____ No: _____

We would like Documentary style videos. Yes: _____ No: _____

We would like Both, Cinematic and Documentary style videos incorporated. Yes: _____ No: _____

We would like to use or add Special Effects: Yes _____ No _____

We want to retain the copyrights for our wedding video. Yes _____ No _____

We want the videographer to incorporate some of the photographer's work in our wedding video Yes: _____ No: _____

We want the videographer to incorporate pre-existing photographs as well: Yes: _____ No: _____,

Other requests: _____

Date Ordered: _____ By whom: _____ Placed order with: _____ Receipt: _____

Contract Received on: _____ Signed By: _____ Title: _____ 3 Days rescission ends on: _____

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Information for Videographer - Worksheet

What the Videographer(s) Need to Know

Our Family video Coordinator during the ceremony and reception is: _____

Video Shots and Services We Want for Our Wedding	Documentary	Candid	Cinematic
Services and equipment			
2 or more videographers and assistants to cover all angles			
Digital Video			
Small equipment bearing appropriate lighting and various angles so videographers presence is unobtrusive and no need for extra lighting			
Wireless microphones that can be hidden from sight yet produce high quality sound			
Special effects as per videographer's suggestions			
5 edited, personalized DVDs with customized menu and cases			
Streaming video on the web			
Wide screen presentation in High Definition Sound in high fidelity Dolby stereo			
2 DVDs with unedited transfer of the entire video that was captured,			
A still picture archive on DVD to include still pictures as well as the DVD jacket graphics in Jpeg resolution			
Pre-ceremony coverage			
The rehearsal dinner			
Behind the scene look as the bride prepares for the wedding			
Behind the scene look as the groom prepares for the wedding			
Bride arriving at ceremony location			
Groom arriving at ceremony location			
Family arriving at ceremony location			
Some guests arriving at ceremony location			
Signing the guest book			
Ushering family and guests to their seats			
Shots of the buildings in which our wedding will take place,			
Full Ceremony Coverage Using at Least Two Cameras			
Unobtrusive, Comprehensive Coverage - Special Focus on:			
Coming down the aisle The entire procession			
"Giving the bride away "			
Readers			
Parents' feelings as displayed when bride & groom say "I Do"			
Grandparents too			
Unity Candle			
Exchange of vows and rings			
Blending our families – The kids part of the ceremony			
First kiss			
Marriage Certificate			
After ceremony events			
Bride and Groom leaving ceremony			
A few private moments. Pictures of the first few moments as husband and wife			

Videographer Worksheet

Questions for the Videographer Manager

Page 1 of 3

Questions	Videographer 1	Videographer 2	Videographer 3	Notes
Are you available on our wedding date?				
For how many hours?				
Are you familiar with our wedding location(s) ?				
May we have your business card, brochure and a detailed rate sheet?				
Do you have a web site where we can see your work?				
How long have you been accommodating weddings?				
Do you do this full time _____ Or part time _____ ?				
What percentage of your work is with wedding?				
Can you provide us with references we may contact?				
Can we see DVDs showing your work?				
Will you be the photographer at our wedding?				
Do you team up with, or does your company also offer a photography service?				
What is your specialty format - style?				
Do you video shoot and edit in cinematic style?				
Do you video shoot and edit in documentary style?				
Explain the various special techniques you use?				
What kind of lighting do you use?				
Do you use a digital format camcorder?				
Do you use a remote microphone system?				
Do you use a fluid head tripod?				
Do you use an audio mixer?				
Do you use a Mini-Disc recorders to back up your audio?				
Do you test your audio before the ceremony?.				
Do you monitor the audio with your headphones to be sure that it has a professional quality?				
Do you bring backup equipment in case yours fails?				
Will you follow our checklist of video shots we want?				
What length will our edited version be?				
Will it be packaged into a professional-looking record of the experience, complete with titles, narration, background music, interviews with attendees, and the like?				
Do you focus on capturing the event, leaving the special effects to the editing process?				
Will you produce a professional wedding video and deliver it on time and on budget?				
How long after the wedding will it be ready?				
What is the latest time for making changes?				
How soon before the wedding will you go over the procedures with us?				
How many people will be assigned to our wedding? Will you be one of them?				

Videographer Worksheet

Questions for the Videographer Manager

Page 2 of 3

Questions	Videographer 1	Videographer 2	Videographer 3	Notes
How much time do you need to setup? To dismantle?				
Do you charge Per DVD? Per hour? Per package?				
Do you have a minimum order requirement?				
How many wedding packages do you offer?				
What is the price range?				
What do you charge for overtime?				
Does your contract include all of our and your responsibilities?				
Does it include all the rules, and regulations, exemptions and exclusions, options etc...?				
Does it include all your warranties, and guarantees?				
When do we receive the written contract, signed and dated by the Company owner / manager?				
Does your contract include a 3 days cancellation clause?				
What are your terms of cancellation after the 3 days?				
Do you carry liability insurance?				
Are you and the people assigned to our wedding insured and bonded?				
What happens if you back out?				
Do you have a backup plan in case of the Videographer's unforeseen emergency?				
Do you offer any discounts?				
How many consultations do you provide in your package prices?				
Is travel included in the price?				
Are delivery and set-up included in the price?				
Are special effects included in the price?				
Are gratuities included in the price?				
Are taxes included in the price?				
What additional expenses can we expect?				
How much and by when will we need to give a deposit?				
When is the final payment due?				
Do you accept checks and credit cards?				
Do you offer any guarantees?				
Will you provide an on-line? Is it included in the price?				
Do you and your people work well under pressure?				
Can you, and are your people trained to work with other service providers underfoot?				
Do you allow family and friends to take videos?				
Will you require a meal?				
Can you accommodate us within our budget of \$_____?				

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

Videographer - Costs Worksheet

Videographer Costs

Payment For	Cost Each	Total Cost
Package 1	\$	\$
Package 2	\$	\$
Package 3	\$	\$
2 photographers with assistants if not included	\$	\$
At least 2 digital video cameras	\$	\$
Engagement party package	\$	\$
Rehearsal Dinner package	\$	\$
Childhood to wedding montage	\$	\$
Our love story, with appropriate background music.	\$	\$
Pre-editing of the montage and love story and projecting them to our reception guests on an 8 ft. screen.	\$	\$
Pre and post wedding interviews	\$	\$
Pre-ceremony coverage	\$	\$
Full comprehensive ceremony coverage	\$	\$
Full comprehensive reception coverage	\$	\$
Unobtrusive, small, cameras bearing appropriate lighting and various angles.	\$	\$
Wireless microphones that can be hidden from sight yet produce high quality sound	\$	\$
Special effects as per videographer's suggestions	\$	\$
5 edited, personalized DVDs with customized menu and cases	\$	\$
Streaming video on the web	\$	\$
Opening and closing titles	\$	\$
Wide screen presentation in High Definition Sound in high fidelity Dolby stereo	\$	\$
2 DVDs with unedited transfer of the entire video that was captured,	\$	\$
A still picture archive on DVD to include still pictures as well as the DVD jacket graphics in Jpeg resolution	\$	\$
Other	\$	\$
Custom Thank You DVDs each	\$	\$
Quantity Discount	\$	\$
Cost Per hour	\$	\$
Overtime charge	\$	\$
Travel fee	\$	\$
Taxes	\$	\$
Gratuities	\$	\$
Other expenses	\$	\$
TOTAL	\$	\$
OUR BUDGET is \$_____	\$	\$

Bride's Name: _____ Groom's Name: _____ Wedding Date: _____

**Impressions Following the Interviews with the
Photographer / owner / Manager
On a scale of 1 – 5 (1 being the best 5 the least) they rated:**

Interview results	Videographer 1	Videographer 2	Videographer 3
Name			
Our first impression			
They offer you their business card right away			
They merit good references			
They offer us what we want on our terms			
They guarantee that once we place our order, we'll receive the services we ordered as scheduled.			
They give us FULL COPYRIGHTS for all videos they shot on our behalf.			
We were happy with the customer service we received			
They will guarantee that once we reserve their service, we'll have the specific videographers we choose for our wedding.			
We liked their work and choices of videography based on their portfolio and videos we saw			
The videos we saw are clear and crisp, with proper lighting and clear sound.			
The videos we saw were emotionally pleasing.			
The videographer seems to capture the essence of the moment, and event.			
The videographer seems to take good pictures at opportune moments.			
They will wear proper attire for our wedding			
They were thoughtful and courteous			
They were accommodating			
They were helpful			
They are organized			
They offered clarification when we asked about anything we were unsure of.			
They were patient while we took notes.			
They are a real company running a real business, full time			
Their prices are competitive			
We feel comfortable working with them			
We checked out their reputation by contacting others			
We are satisfied			

Based on our findings, we are ready to choose.

First choice _____

Second choice _____

Third choice _____

Bride's Name: _____ **Groom's Name:** _____ **Wedding Date:** _____

Videographer Contract Checklist Worksheet

Page 1 of 2

Prior to the contract we received a detailed bill for our package and we agree with it: Yes: _____ No: _____

We received the contract on: Date: _____ Time: _____ Location: _____

From: Full Name: _____ Title or Position in Company: _____

Contract is signed by: _____ Title or Position in Company: _____

Contract includes date: Yes: _____ No: _____ appropriate signature(s): Yes: _____ No: _____

Contract includes all the video shooting sessions at every location we requested: Yes: _____ No: _____

At every date: Yes: _____ No: _____ and at every time of day: Yes: _____ No: _____ we requested.

Contract includes description and full details of the:

Number and names of the videographers and assistants assigned to our wedding: Yes: _____ No: _____

Videographer's attire: Yes: _____ No: _____ Whether videographers are to be fed: Yes: _____ No: _____

Number of hours we anticipate we need: Yes: _____ No: _____ and the fee for overtime: Yes: _____ No: _____

A list of all the services we want included: Yes: _____ No: _____

The quality of the DVDs we shall receive: Yes: _____ No: _____

The number and specifics of the edited wedding DVDs we ordered: Yes: _____ No: _____

The number and specifics of un-edited wedding DVDs we ordered: Yes: _____ No: _____

The number of 'Thank You' DVDs, specifying all of the details above, Yes: _____ No: _____

Policy regarding payment refunds in case of cancellation: Yes: _____ No: _____ we agree: Yes: _____ No: _____

Contract specifies total payment due for package, Yes: _____ No: _____ we agree: Yes: _____ No: _____

Total amount of deposit(s) Yes: _____ No: _____ method of payment: Check _____ Credit card _____ Receipt _____

Total amount of balance due Yes: _____ No: _____ Date full payment is due: Yes: _____ No: _____

DVDs will be delivered by (date or time frame): _____ this is acceptable: Yes: _____ No: _____

We were given a detailed price sheet to take home and review: Yes: _____ No: _____

We agree with the terms and information of this contract. Yes: _____ No: _____

Videographer Contract Checklist Worksheet

Page 2 of 2

The contract specifies the following dates:

- ✓ Date of entering the contract Yes: _____ No: _____
- ✓ Locations, Dates and Times of videography sessions, with specifics Yes: _____ No: _____
- ✓ Dates and times for set-up at our wedding Ceremony and Reception locations Yes: _____ No: _____
- ✓ Last date to add, or make changes Yes: _____ No: _____
- ✓ Dates payment are due as follows: Deposit due by: _____ Payment in full is due by: _____

The Contract includes:

- ✓ Names of the videographers at the various sessions, detailing their responsibilities Yes: _____ No: _____
- ✓ The number of videographers at each session Yes: _____ No: _____, Their attire: Yes: _____ No: _____
- ✓ The number of videographers that will require a meal Yes: _____ No: _____ a beverage: Yes: _____ No: _____
- ✓ All possible back-up services if needed Yes: _____ No: _____ we agree: Yes: _____ No: _____
- ✓ Full details about every service provided by the videographer(s): Yes: _____ No: _____
- ✓ Total number of hours Yes: _____ No: _____ and videos: Yes: _____ No: _____ included in our package.
- ✓ Special packaging and Delivery Date of the finished videos: Yes: _____ No: _____
- ✓ A 3 days cancellation clause allowing us to cancel within 3 days with no penalties: Yes: _____ No: _____
- ✓ Full cancellation policy should we cancel after 3 days Yes: _____ No: _____ we agree: Yes: _____ No: _____
- ✓ Detailed videographer's guarantees and stipulations Yes: _____ No: _____ we agree: Yes: _____ No: _____
- ✓ Provisions for Videographer's Late arrival Yes: _____ No: _____, No-show: Yes: _____ No: _____
- ✓ Provisions for Inaccurate or short order Yes: _____ No: _____
- ✓ Provisions for un-satisfactory, poor quality Yes: _____ No: _____
- ✓ Full cancellation policy, rebates and procedures should the videographer cancels: Yes: _____ No: _____
- ✓ The policy is acceptable Yes: _____ No: _____
- ✓ Disclosure of videographer's guarantees that the company staff is insured and bonded Yes: _____ No: _____
- ✓ Disclosure of all additional charges that may be incurred based on: hourly rates for overtime, special lighting, travel fees, gratuity and tax, additional videos, editing and special effects Yes: _____ No: _____
- ✓ We agree with this contract. Yes: _____ No: _____

We signed and dated the contract on: Date: _____ Time: _____ Location: _____