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## WEDDING DAY INFORMATION WORKSHEET

This worksheet is to be completed by you (the client), so that we may have as much information about your wedding day and events as possible. ThisPLACE Video wants you to create your video the way you want it done!

Wedding Rehearsal Date \_\_\_\_\_ Start time \_\_\_\_\_ a.m. / p.m.

End time \_\_\_\_\_ a.m. /p.m.

Wedding Date \_\_\_\_\_ Ceremony Start Time \_\_\_\_\_ a.m. / p.m.

Reception Start Time \_\_\_\_\_ a.m. / p.m.

Bride's Name \_\_\_\_\_ Groom's Name \_\_\_\_\_

Bride's phone # \_\_\_\_\_ Groom's phone # \_\_\_\_\_

Bride's email \_\_\_\_\_ Groom's email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Event Coordinator's phone # \_\_\_\_\_

Event Coordinator's email \_\_\_\_\_

Photographer's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Minister / Priest Name \_\_\_\_\_ Phone # \_\_\_\_\_

# Ceremony Details

Name of ceremony Site \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Are you aware of any restrictions about videography within ceremony site? Please tell us any details!

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What time will the Bride and Groom be arriving at the ceremony site? \_\_\_\_\_

Do you want to include the Bride and Groom's arrival in the video? \_\_\_\_\_

Will the Bride be dressing at the ceremony site? \_\_\_\_\_

If so, where?

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Where will we find the Groom before the ceremony?

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Is the Groom being set-up with a wireless microphone? \_\_\_\_\_

Will there be candles along the aisles of the ceremony site? \_\_\_\_\_

Is the Ceremony inside or outside? \_\_\_\_\_

Will there be electric available? \_\_\_\_\_

Where and how are you having you receiving line? Explain \_\_\_\_\_







# Reception

Name of Site \_\_\_\_\_

Address of site \_\_\_\_\_

Phone number \_\_\_\_\_

Directions from "other" site or ceremony site to reception site \_\_\_\_\_

(NOTE: We ask that once you leave this "other" site you give us enough time to get to the Reception site before you. This way we can videotape your arrival)

Explain what will happen when the reception begins \_\_\_\_\_

How will you make your entrance into the room? \_\_\_\_\_

Will the entire wedding party be introduced into the room? \_\_\_\_\_

Is there electricity available? \_\_\_\_\_

When will you be cutting your wedding cake? \_\_\_\_\_

When will the Toasts begin? \_\_\_\_\_

Is the reception?            SIT-DOWN    COCKTAIL    BUFFET            (circle one)

Dinner starts at what time \_\_\_\_\_

Time Dances start \_\_\_\_\_ time of Bouquet / Garter toss \_\_\_\_\_

(Please give us any details about your reception that have not been asked on the back of this sheet)

# PHOTO MONTAGE

(Optional Add-On)

Please scan all photos “in the order you want them to appear” on a flashdrive in .jpg format. This flashdrive should be given to us with your song selections before we begin editing your wedding video.

## TITLES

We will gladly include all wedding participant’s names across the screen at the beginning of the video. However, in order to do so, we need you to provide the correct spelling of each individual to be included. The spelling that you provide is the spelling that will appear. We suggest that you PRINT all names and make sure you doublecheck the spelling before submitting this form to us.

We want to start out the titles with (BRIDE’S FIRST NAME) & (GROOM’S FIRST NAME) Wedding day, date, place, and time. We will then start with the name of the MAID OF HONOR as the first entry.

MAID OF HONOR \_\_\_\_\_

BEST MAN \_\_\_\_\_

### BRIDESMAIDS

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

4<sup>th</sup> \_\_\_\_\_

5<sup>th</sup> \_\_\_\_\_

6<sup>th</sup> \_\_\_\_\_

7<sup>th</sup> \_\_\_\_\_

8<sup>th</sup> \_\_\_\_\_

### GROOMSMEN

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

4<sup>th</sup> \_\_\_\_\_

5<sup>th</sup> \_\_\_\_\_

6<sup>th</sup> \_\_\_\_\_

7<sup>th</sup> \_\_\_\_\_

8<sup>th</sup> \_\_\_\_\_

### USHERS

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

4<sup>th</sup> \_\_\_\_\_

5<sup>th</sup> \_\_\_\_\_





## SONGS

We would like to know what songs you would like to play over various parts of the video. If a song is not picked – we will pick an appropriate one for you. We strongly suggest that you place all of your selections on a flashdrive and get it to us before we begin editing. If your song selections are not received within 10 days after your event, we will select songs for you.

### PHOTO MONTAGE (Optional)

(One Song – up to 40 photos)

1<sup>st</sup> Choice – Title \_\_\_\_\_

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2<sup>nd</sup> Choice – Title \_\_\_\_\_

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### OPENING TITLE SEQUENCE

1<sup>st</sup> Choice – Title \_\_\_\_\_

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2<sup>nd</sup> Choice – Title \_\_\_\_\_

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### RECEIVING LINE

1<sup>st</sup> Choice – Title \_\_\_\_\_

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2<sup>nd</sup> Choice – Title \_\_\_\_\_

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## OPENING RECEPTION SEQUENCE

1<sup>st</sup> Choice – Title \_\_\_\_\_

\_\_\_\_\_

2<sup>nd</sup> Choice – Title \_\_\_\_\_

\_\_\_\_\_

## MEAL SEQUENCE

1<sup>st</sup> Choice – Title \_\_\_\_\_

\_\_\_\_\_

2<sup>nd</sup> Choice – Title \_\_\_\_\_

\_\_\_\_\_

## ENDING HIGHLIGHT SEQUENCE (Optional)

1<sup>st</sup> Choice – Title \_\_\_\_\_

\_\_\_\_\_

2<sup>nd</sup> Choice – Title \_\_\_\_\_

\_\_\_\_\_

## ADDITIONAL COMMENTS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Wedding Video Agreement

This is a legal agreement (“Agreement”), has been entered into as of

(date) \_\_\_\_\_,  
by and between This Place Video (Studio), and by  
\_\_\_\_\_ (Client)

Rehearsal: Location \_\_\_\_\_

\_\_\_\_\_

Rehearsal Start Time \_\_\_\_\_ AM PM

Wedding Ceremony: Location \_\_\_\_\_

\_\_\_\_\_

Wedding Ceremony: Start Time \_\_\_\_\_ AM PM

Reception: Location \_\_\_\_\_

\_\_\_\_\_

Reception: Start Time \_\_\_\_\_ AM PM

The Agreed upon

BALANCE DUE by \_\_\_\_\_ (date here) \$ \_\_\_\_\_ (amount here)

Type of Payment -  Check  Cash  Credit Card (Circle One) Visa - MC - DISCOVER

1. The "Client" is over the age of 18 years of age and has full authority to enter into this agreement.
2. The "Studio" retains the right to refuse service to any person(s) or event for any reason.
3. All work performed is copyrighted by the "Studio" and for private use only. No part may be displayed or broadcast publicly. The "Studio" may copy-protect any products delivered to the "Client". The "Client" will not make copies of the DVD to give or sell to other persons.
4. The agreement is for a specific date, time and place as noted on page 1 of this agreement. If the "Client" cancels this agreement for video services described herein this agreement. The deposits and/or payments may be kept by the "Studio" as liquidation damages. If the "Studio" fails to fulfill this agreement, all actual payments received shall be refunded to the "Client".
5. This "Studio" takes the utmost care with exposure, editing, duplication, and delivery of the video products and services offered within our control. However, the "Studio's" liability is limited to the refund of actual payments received from the "Client", even if there is no negligence on the part of the "Studio".
6. The "Studio" is not responsible for loss of video or audio due to restrictions at the event locations, changes in lighting conditions, audio interference of equipment, physical or natural exposure, and/or an event or act outside the control of the "Studio".
7. All expenses in the way of liability and/or damage to personal property due to the said event, or persons participating in the event, are solely on the "client". This "Studio" assumes no financial liability of any kind relative to the said event.
8. The "Client" hereby warrants that the material being presented for copying (e.g. photos, film, video, CD music, etc.) are not to his/her knowledge protected by copyright owned by another, or that if the material is protected, the undersigned has obtained written permission from the copyright owner to make copies of said material. This "Studio" reserves the right to check with the owner of the copyrighted materials and confirm that permission has been granted to use the material in the "Client's" video project.
9. Video Production:
  - A. It is the "Client's" responsibility to provide the "Studio" with invitations, photos, videos, names, etc., that "Client" wants to be included in the production of "Client's" video, by the date of the event. If this "Studio" does not receive the necessary materials within (30) days after the event, the "Studio" reserves the right to complete the video without said materials.
  - B. The "Client" agrees that the "Studio" may use its best judgment in editing their completed video project. Any subsequent changes after production has been completed will be subject to our editing fee of \$95.00 per hour.
  - C. The "Studio" takes utmost care in the editing and post production of your video to ensure "Client" satisfaction and completion within a given and reasonable amount of time, normally three to six months, which can vary depending on our shooting production schedule and studio editing suite workload. any request to accelerate the completion of your video project, outside our current schedule, will be subject to a rash fee of \$295.
  - D. All videos are completed in the NTSC format standards. Projects are delivered on DVD unless specified in advance, by "Client".

10. The "Studio" reserves the right to use the original tape and/or reproductions for display, advertising, publication, demonstration on the "Studio" website and to future clients and/or other purposes. Original and edited footage remains the exclusive property of the "Studio" unless otherwise agreed upon in writing.
11. A complete itemized statement will be provided for all services and/or equipment provided for your video production.
12. Any additional duplications or services requested beyond this contract are to be paid in full, at the time they are ordered.
13. All applicable taxes and any shipping and handling charges incurred will be added to the "Client's" invoice total amount.
14. Lodging for all of assigned videography staff is paid by the "client", if the wedding/reception locations are further than 2 hours from the St. Louis Arch. Lodging is based on one room per non-family related staff and shall be at a modestly priced sleeping establishment (Hotel, Inn, Motel, etc.)
15. Travel expenses are paid by the "Client", at a rate of \$25 per .25 hours over 1 hour from the St. Louis Arch.
16. Meals shall be paid by the "Client" if the event is further than 2 hours from the St. Louis Arch. This relates to a modestly priced breakfast, lunch and dinner for each staff member per day.
17. Any check returned for insufficient funds will be assessed a returned check charge of \$45, plus any financial loss incurred by the "Studio" as a result of the check return.
18. If a court of competent jurisdiction shall determine that any provision or provisions of this agreement violate any law, regulation or public policy, then such provision or provisions shall be curtailed, limited or eliminated to the extent (but only to the extent) necessary to remove such conflict and as so modified shall continue in full force and effect.
19. This agreement shall be construed in accordance with the laws of Missouri applicable to agreements which are executed and fully performed within the state and without reference to conflict of law.
20. This agreement represents the entire agreement between the "Studio" and the "Client", and includes all representations and negotiations of the parties. No verbal representations are binding upon the parties. Any additions to or modifications of this agreement must be writing and agreed to by both parties. This agreement shall extend to and be binding upon the heirs and personal representatives of the parties.
21. In the event attorney fees are incurred by the "Studio" to enforce its rights under this agreement, the "Client" shall pay all costs and reasonable attorney fees incurred by the "Studio". With regard to each and every paragraph of this agreement, time is of the essence, and any waiver against the "Studio" shall not thereafter constitute a waiver for all purposes.

**If you are mailing your papers, please send to:**

**This PLACE VIDEO – PO Box 6933 – St. Louis, MO 63123**

**If you are emailing your papers, please email them in PDF format to:**

**e-mail: david@thisplacevideo.com**

**(314) 574-8084**

Client's Signature \_\_\_\_\_

Studio Signature \_\_\_\_\_