



# Red Feather VIDEO

## WEDDING PLANNER/CONTRACT FOR VIDEOGRAPHY

### **Ceremony**

Date: \_\_\_\_\_

Ceremony Start Time: \_\_\_\_\_

Package: \_\_\_\_\_

Estimated Ceremony Length: \_\_\_\_\_

Location Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Location Phone: \_\_\_\_\_

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### **Couple** (Please Print Clearly. Names are also for use in video titles.)

Bride Name: \_\_\_\_\_

Groom Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

(Optional, and just one needed.)

Which info will be used after the wedding?

(Circle One)

**BRIDE / GROOM / OTHER**

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### **Reception**

Location Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Location Phone: \_\_\_\_\_

\_\_\_\_\_

**Don't forget pages II & III. Also feel free to attach any other pages you want.**

[www.redfeathervideo.com](http://www.redfeathervideo.com)

**Ceremony Fact Section**

If the bride or groom are arriving at specific times, please list those times here: \_\_\_\_\_

How will the ceremony start: \_\_\_\_\_  
(Grandmothers' seating? Candle lighting? Music solo? Etc.)

Will the couple sit down at any point during the ceremony? YES / NO

Is it more important to record you leaving the ceremony location, or should we get a head start on to the reception?  
(Check One. Even if we leave before you, we will stay for a few minutes to shoot some of the photo session and guests leaving.)

We Shoot You Leaving  
 We Leave To Get Ahead  
 N/A (Both events at same place)

Will you provide our letter to your official? YES / NO  
(Available on our web page in the "forms" section.  
Not required, but we like to know if you have.)

**Reception Fact Section**

Number of Guests Expected: \_\_\_\_\_

Please list the order of events at your reception.  
(These may include, but are not limited to:  
Receiving Line, Introduction, Welcome Speech, Toasts, Dinner, First Dance, Dance with Parent(s), Cake Cutting, Bouquet/Garter Toss, or Bouquet Dance.)

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Do you want Interviews: YES / NO      What kind of meal will we receive? Vendor / Guest

(Read our F.A.Q. on this subject first.)

**Don't forget page III. Also feel free to attach any other pages you want.**



# Red Feather VIDEO

WEDDING PLANNER Page IV of IV

**Contract: Terms and Conditions**

This contract becomes valid when the customer and Jeff Carpenter both sign this page. After signing, the following conditions apply:

- Sales tax will be added to the final video price. You will be charged the sales tax rate of the jurisdiction in which you live (VA, MD, or DC). You will receive an invoice for the total price due.
- 'Red Feather Video' is a division of Soiree Special Events. Checks will be made out to Soiree Special Events. 'Red Feather Video' contains only by Jeff and Lori Carpenter, not any other SSE employees.
- 50% of the invoice price will be due within 2 weeks of signing this contract. If the client cancels this contract more than 4 weeks before the wedding day, 'Soiree Special Events' will return 50% of the down-payment. If the client cancels this contract within 4 weeks of the wedding then they forfeit their down-payment entirely.
- The other 50% of the contracted price will be due upon delivery of the finished product.
- Red Feather Video will produce a video as described on the preceding 3 pages. In the event of equipment failure or personal injury at the last minute, Red Feather Video will do everything in its power to secure replacements that meet or exceed its own quality levels. Failure to produce our product falls under two possibilities:
  - 1) A portion of our equipment fails but we still manage to create a video. In this case the client will be entitled to that video without any payment over the original 50%. This point applies to extreme situations such as one of our two cameras failing during the ceremony and things of that nature. Smaller infractions (such as missing a dance or changing an employee) do not apply to this point.
  - 2) If the customer cancels the wedding then the deposit is not refunded. If the wedding is rescheduled for any reason then the deposit may be transferred to another day. If Red Feather Video fails to produce a video because of an act of God (car accident, for example) then the deposit will be returned but Red Feather will be otherwise blameless.
- 'Red Feather Video' retains the right to use images and sequences from your wedding video for marketing purposes. These include, but are not limited to, photos and video clips on our web page as well as showing future clients your video in their home. Your wedding video will never be made available to the public in its entirety, however.

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Jeff Carpenter  
*Red Feather Video*

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Customer

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Date

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Date

Scan and E-Mail  
jeff@redfeathervideo.com

U.S. Mail  
7343 Golden Horseshoe Ct.  
Springfield, VA 22153