



## Wedding Video Information Sheet for Edited Shoots

Please return completed form with MUSIC CHOICES & a map of each location one month prior to date of function.

FAX: 714 633-1656 PHONE: 714 744-3818

Mail to: Black Tie Events 541 E. Chapman Suite D Orange, Ca. 92866.

### **PLEASE TYPE OR PRINT THIS SECTION**

Client Name \_\_\_\_\_

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### **STARTING LOCATION FOR VIDEOGRAPHER:**

1<sup>st</sup> Stop: \_\_\_\_\_ City \_\_\_\_\_

2<sup>nd</sup> Stop: \_\_\_\_\_ City \_\_\_\_\_

3<sup>rd</sup> Stop: \_\_\_\_\_ City \_\_\_\_\_

4<sup>th</sup> Stop: \_\_\_\_\_ City \_\_\_\_\_

NOTE: 1<sup>ST</sup> = HOME, PARK , HOTEL, ETC. 2<sup>ND</sup> = CEREMONY SITE 3<sup>RD</sup> = PARK, BEACH,ETC. 4<sup>TH</sup> = RECEPTION SITE

Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

### **NOTES TO VIDEOGRAPHER**

Please answer the following questions. Circle either YES or NO.

1. Will someone at church be acting as event coordinator?..... YES NO

2. If yes, to whom should the videographer report: Name \_\_\_\_\_

3. Do you or your facility have any restrictions regarding videotaping?.....YES NO

Explain \_\_\_\_\_

4. Will the facility where you are having your ceremony allow a bright light during the ceremony to enhance the color & clarity of your video?.....YES NO

NOTE: If you have a ceremony in a church, we will not add additional lighting due to

the fact that most churches feel that it is too disturbing. If you know that your church will be the exception, please advise us when we call you the week of the event .

5. Will videographer be invited to eat? . . . . .YES NO  
(If NO, videographer will need to be excused 20-30 minutes while others are eating, due to the length of the day.)

6. Is the officiant using a wireless microphone? . . . . . YES NO

NOTE: If the officiant is using a wireless microphone or we are doing a 1 camera shoot, we WILL NOT be able to use our wireless microphone. We WILL use the stereo microphone on our camera. We cannot use our wireless microphone in either situation, because it may distort the churches' sound system. If you want to make sure your vows are heard by your guests AND audible on your video, ask the church or facility to have the officiant use either a hand- held or lapel microphone to pick up your voices.

7. If the florist places a floral arrangement that blocks the shooting angle, is it OK for us to adjust it slightly, so we can get the shot? . . . . .YES NO

8. Do you understand that we must follow the rules of the church or location in which you are having your wedding. . . . .YES NO

NOTE: This can mean that we may have an undesirable shot angle. For example: The angle we are told to shoot from may have window light in the background, which can cause an imbalance in focus, color and exposure. Also, the church or facility may have light bulbs that distort the color of the bride's dress. No video camera can adjust totally to some light bulbs. We would have to have the permission of the facility to bring at least a 500- watt light to get more accurate color and most facilities will not allow that bright light during an event.

9. When Bride is coming down isle, we will try our best to get that shot on your video. However, it can be difficult to get a clear shot all the way down the isle because it is traditional for all the guests to stand, which can block the shot. If we are unable to get a clear shot, would you want us to restage it AFTER the ceremony? . . . . .YES NO  
(If yes, please advise videographer on the day of the event wedding.)

10. WE CANNOT GUARANTEE THAT WE WILL VIDEOTAPE EVERYONE AT YOUR RECEPTION.

11. INTERVIEWS: We will invite your Parents and Bridal Party for their comments. Then we will ask the MC to announce an invitation to your other guests.

12. INFORMATION ABOUT PARENTS. We want to be sensitive when taking interviews. If there are any separations or divorces, please let us know whether they want to be interviewed together or separately. Also, please indicate if any parent will not be at your reception.

BRIDE'S PARENTS \_\_\_\_\_

GROOM'S PARENTS \_\_\_\_\_

### EDITING OPTIONS

1. I would like a 20-40 minute (approximate) highlight edited version. . . . .YES NO  
NOTE: So that we are clear on what you would like on your highlighted tape, please fill out the Highlight Version section of this information sheet.

OR

2. I would like a full edited version to include all of the footage the shooter recorded approximate length 1 - 1.5 hours. (Additional \$75 charge) . . . . .YES NO

3. (Answer only if you circled YES on question #1 or #2) - I would also like the complete raw footage version that the videographer shot (\$100 additional charge). . . . .YES NO

4. I would like you to exclude any lewd or questionable comments given by guests on their interviews. . . . .YES NO

### MUSIC

Please include the name of the song and the artist.

1. Opening of tape: Venue and guest arrival scenes. Suggestion: Instrumental, classical, love ballad

Your selection: 1. \_\_\_\_\_

2. Festive Scene: Right after ceremony to intro of Bride, Groom & Wedding Party at reception. Suggestion: upbeat, party song

Your selection: 2. \_\_\_\_\_

3. Credits: End of tape. Suggestion: slow, love song

Your selection: 3. \_\_\_\_\_

4. MANDATORY MUSIC LIST: Please select 6 songs for use on your video in order of preference. All or portions of these songs will be used in selected areas.

**FAST**

1.

2.

3.

**SLOW**

4.

5.

6.

WE CAN NOT START THE EDITING PROCESS UNTIL WE RECEIVE YOUR MUSIC SELECIONS.

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HIGHLIGHTS

These are the usual events featured on highlight tapes. Circle "Yes" or "No" to indicate inclusion or exclusion. Please add anything special you wish included in the "other" space.

## Example of Events That May Be Included on Highlight Tape

OpeningSettingShots.....	YES NO
Groom's Comments to Bride (If taped) .....	YES NO
Bride'sComments to Groom (if taped).....	YES NO
BridalParty Processional .....	YES NO
Bride MakingEntranceto Ceremony.....	YES NO
The Vows .....	YES NO
Exchangeof Rings & Vows .....	YES NO
Lightingof Unity Candle.....	YES NO
Kiss and Pronouncementof Man & Wife.....	YES NO
Fun, FestiveScenesafter Ceremony.....	YES NO
Intro of Bride & Groomto Reception.....	YES NO
Visualof PersonToasting.....	YES NO
Highlightof First Dance.....	YES NO
Highlightof ParentDances (if any) .....	YES NO
Cake CuttingHighlight.....	YES NO
Bouquet& GarterHighlight.....	YES NO
Comments from Parents (if available) .....	YES NO
Comments from Bridal Party (if available) .....	YES NO
Commentsfrom Guests (if available).....	YES NO
ClosingCommentsby Bride & Groom.....	YES NO
Other:	

### NOTES

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### CREDITS AT END OF VIDEO

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

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

List the name and title of each person you would like credited at the end of the video in the order you wish them to appear. You may want to consider parents, grandparents, bridal party, etc. If you want to include a few words of your own, please list them also.

## PHOTOS

### IF YOU CHOOSE TO INCLUDE PHOTOS IN YOUR VIDEO..

Each photo is shown for 7 seconds. They are usually done in 3 or 4 sections. (1) Photos of the Bride growing up. (2) The Groom growing up. (3) Courtship photos. (4) Honeymoon usually placed at end of tape. If you have 10 to 20 photos, you might just choose one song for all sections. From 20 to 30 photos 2 songs should suffice. 30 to 45 photos - 3 songs. More than 45 add accordingly. The cost to add each photo is \$5.50. Photos pulled from raw footage (freeze-frame), digitalized, and reinserted in

final Highlight video \$8.00 ea.

Your selections:

1. Music for Bride's Photos - \_\_\_\_\_

2. Music for Groom's Photos - \_\_\_\_\_

3. Music for Courtship - \_\_\_\_\_

4. Honeymoon - \_\_\_\_\_