

## Client Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Email \_\_\_\_\_

Bride's Name \_\_\_\_\_ ← *As you would like it to appear on the video*

Groom's Name \_\_\_\_\_ ← *As you would like it to appear on the video*

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_ Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Ceremony Location \_\_\_\_\_ Ceremony Length \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip code \_\_\_\_\_

Reception Location \_\_\_\_\_ Reception End Time \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip code \_\_\_\_\_

Rehearsal Dinner Location (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip code \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Bride Prep Location (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip code \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Groom Prep Location (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip code \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Wedding Director Name \_\_\_\_\_ Phone \_\_\_\_\_

Photographer Contact \_\_\_\_\_ Phone \_\_\_\_\_

DJ/Band Contact \_\_\_\_\_ Phone \_\_\_\_\_

Ceremony Location Contact \_\_\_\_\_ Phone \_\_\_\_\_

Reception Location Contact \_\_\_\_\_ Phone \_\_\_\_\_

Rehearsal Location Contact \_\_\_\_\_ Phone \_\_\_\_\_

Rehearsal Dinner Contact \_\_\_\_\_ Phone \_\_\_\_\_



## Select Package and Options

For a complete description of wedding packages and additional options, please visit: [www.creativevideosolutions.tv](http://www.creativevideosolutions.tv)

Wedding Package: \_\_\_\_\_ \$ \_\_\_\_\_  
Additional Option: \_\_\_\_\_ \$ \_\_\_\_\_  
Additional Option: \_\_\_\_\_ \$ \_\_\_\_\_  
Additional Option: \_\_\_\_\_ \$ \_\_\_\_\_  
Additional Option: \_\_\_\_\_ \$ \_\_\_\_\_  
Additional Option: \_\_\_\_\_ \$ \_\_\_\_\_  
Additional Option: \_\_\_\_\_ \$ \_\_\_\_\_  
Additional Option: \_\_\_\_\_ \$ \_\_\_\_\_  
Misc: \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Deposit Due Now \$ \_\_\_\_\_ ← The amount entered here is equal to half (1/2) of the TOTAL

Remaining Balance \$ \_\_\_\_\_ ← The remaining balance is due one week prior to your wedding date

## Select Production Style

TRADITIONAL style uses classic wedding music, conservative camera movements, and editing techniques  
CONTEMPORARY style uses modern music, TV-style camera movements, and cinematic editing techniques.

(Circle): TRADITIONAL/CONSERVATIVE or CONTEMPORARY/CINEMATIC

Please give us examples of your musical taste. For example: "I like country music" or "I like the song Clocks by Coldplay" or "Please use the song Lost In This Moment by Big & Rich somewhere in the video."

Musical Taste: \_\_\_\_\_

Musical Taste: \_\_\_\_\_

Musical Taste: \_\_\_\_\_

## Select Payment Method

1. ( ) Cash ( ) Check ( ) Money Order Make all check or money orders made payable to "Creative Video Solutions"

Amount Enclosed \$ \_\_\_\_\_ Check/Money Order # \_\_\_\_\_

2. You may also pay by Credit, Debit Card, or PayPal by visiting: [www.creativevideosolutions.tv/pay.html](http://www.creativevideosolutions.tv/pay.html)

( ) Please check here only if you made an online payment

Amount Paid \$ \_\_\_\_\_ Payment Date \_\_\_\_\_ Transaction ID \_\_\_\_\_

Email \_\_\_\_\_



# Terms and Conditions Agreement

The undersigned (hereinafter referred to as the client) agrees to contract the services of: Creative Video Solutions LLC., 315 E. 56<sup>TH</sup> ST., SUITE GRA, NEW YORK, NY, 10022. The client contracts for the services of Creative Video Solutions LLC. (as selected by the client) set forth in this document.

**I. Payment:** The client agrees to pay a good faith non-refundable deposit equaling 50% of the total amount entered by the client on the previous page which is required at the time of delivery of this agreement. Only by the delivery of this agreement and deposit made by the client will reserve the date(s) services are requested. If making payment using online payment; payment and this agreement must be received together before the date(s) are reserved for requested services. The remaining balance, including any additional charges, must be paid in full no later than one (1) week prior to the event date. If full payment is not made within the specified time frame, the customer may forfeit the services of Creative Video Solutions through which the deposits are non-refundable and all fees are fully earned. The client fully understands that no services will be rendered until the remaining balance, including any additional charges, have been paid in full. Any returned check is subject to a \$35.00 fee in addition to any outstanding balance.

**II. Delivery:** Creative Video Solutions agrees to furnish a completed video production as specified within 6-9 weeks following the date services were performed (after all necessary materials have been received and all required payments have been made by the client). However, in the event of equipment failure or uncontrollable/unforeseen events, the delivery period may be longer. Creative Video Solutions may not be held liable and with no consideration for additional fees or expenses if such an event occurs. Creative Video Solutions agrees to make available to the client extra sub-master duplications for purchase. Unedited digital masters are not available for purchase.

**III. Cancellation:** In the event of a cancellation of this agreement by the client, the deposits are non-refundable and all fees are fully earned.

**IV. Liability:** In the event Creative Video Solutions fails to provide a completed video production and/or the services as described in this agreement due to equipment failure or uncontrollable/unforeseen events such as fire, theft, or acts of nature, Creative Video Solutions is liable to the client only for the amount paid by the client with no consideration for additional fees or expenses. Though Creative Video Solutions exercises the utmost care of client personal property (photos, tapes, CD's, etc.), Creative Video Solutions cannot be held responsible for client personal property in the event of fire, theft, or acts of nature.

**V. Exclusive Rights and Usage:** After completion and delivery of the video as specified, the original and finished production becomes the property of Creative Video Solutions. The client's permission in writing is not required before Creative Video Solutions may use produced materials for demonstration, publication, marketing/advertising, or broadcast purposes. The client agrees that the video production is for home use only and is responsible for securing clearances for any possible violation of rights. Any copy, retransmission, or sale of the finished production without the expressed written consent of Creative Video Solutions is prohibited, and may be punishable by law.

**VI. Production, Editorial Control, and Length of Stay:** Creative Video Solutions is granted full production and editorial control by the client regarding all aspects of production and post-production. In the event where a particular segment is either not recorded, partially recorded, or not part of the final edited production, Creative Video Solutions, as the producer of original and post-production content, may not be held liable in any form; including, but not limited to, refunds, adjustments, re-editing, etc. Creative Video Solutions has the right to assign any videographer for the assignment set within. Creative Video Solutions will begin recording/taping

at \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ and stop recording/taping at \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_.

**VII. Client Obligations:** It is the client's responsibility to notify the ceremony location, reception location, rehearsal location, photographer, disc jockey, and those others directly associated, the presence of Creative Video Solutions. Client further agrees they will provide dinner and refreshments of the same quality and in the same location as any attending guest for all Creative Video Solutions videographers. Client agrees to cooperate fully with Creative Video Solutions and understands that without full cooperation by client, satisfaction cannot be guaranteed.

**VIII. Additional Charges/Services/Archival:** Additional hours of coverage not included in the described packages may be purchased at the current rate of \$150 per hour, per camera. Editing services provided after the finished production has been picked up or delivered can be performed at the current rate of \$75.00 per hour, plus materials. This service charge includes requests for additional footage not included on the finished edited production. The finished edited production will remain on the NLE workstation for (7) seven days following the notification of its completion. After (7) seven days, the finished edited production will be deleted from the NLE workstation and will be unrecoverable for any future re-editing. Creative Video Solutions will maintain a back-up copy of your finished production for six-months (from the date of completion) under which extra sub-master copies can be made. After the six-month period, the finished production file will be permanently deleted from our records. If back-up data is lost due to equipment failure or uncontrollable/unforeseen events such as fire, theft, or acts of nature, Creative Video Solutions may not be held liable, and with no consideration for additional fees or expenses. Photo/video retouching charges are determined upon consultation only; generally at the time this agreement and deposit are received by Creative Video Solutions.

**IX. Compatibility:** Creative Video Solutions produces industry-standard media that is compatible with virtually all players in North America. Creative Video Solutions is not responsible for incompatibility with any media format created and the client's player. If it is determined that the media is defective, Creative Video Solutions will replace the media at no additional charge if notified within (7) seven days after pickup or delivery of the finished production, less shipping and handling.

**X. Warranties:** Creative Video Solutions makes no warranties, express or implied, with respect to the work or property that is the subject matter of this agreement.

I have read, fully understand, and agree to the terms and conditions set within; and therefore authorize Creative Video Solutions to begin work as set forth within this agreement:

Client Signature X\_\_\_\_\_

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

Mail this form along with payment information made payable to:

**Creative Video Solutions**  
315 East 56<sup>th</sup> St.  
Ste. GRA  
New York, NY  
10022

**You can also fax this agreement to:**  
(Toll-free) 1-866-382-0131

**Or send by email to (PDFs only):**  
info@creativevideosolutions.tv



# Photo Montage: DIAMOND PACKAGE

**INSTRUCTIONS:** Complete this page *ONLY IF* you have selected the "Diamond Package" as your wedding video package. Number each photo on the back with pencil or attach a numbered Post-it note in the order that you want your photos to appear. Up to 100 photos. Additional photos: \$2.00ea.

Would you like to have your Photo Montage ready for play at your rehearsal dinner, ceremony, or reception\*?

( ) YES ( ) NO

<b>Opening Title:</b> <i>(Please print clearly the opening title of your montage. For example: "Jane and John – through the years")</i>
<b>Closing Title:</b> <i>(Please print clearly the closing title of your montage. For example: "The end of one chapter...the beginning of another...")</i>

**Musical Selections:** *(We recommend three songs for your montage. Please print clearly.)*

	Artist:	Song Title:	Start at Photo #:
Ex.	Etta James	"At Last"	1
Ex.	Vince Gill	"Whenever you come around"	26
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			

\*Equipment not provided.

**IMPORTANT:** All photos and this form must be received at least **ONE MONTH PRIOR TO YOUR WEDDING DATE**. If these items are not received within this time frame, client understands that the Photo Montage may be forfeited with no consideration of adjustments, refunds, or cancellations.



