

Cedar Springs, MI

Phone: (616) 799-7621 ■ www.rpsfilms.com

DESCRIPTION OF SERVICE		AMOUNT
Wedding day labor: Your wedding ceremony will be videotaped with two high definition cameras and edited with footage shot from two angles. Special events at your reception will be videotaped with either one or two cameras.		\$995.00
Video production: You will receive (1) standard definition DVD and (1) high definition Blu-ray Disc in a personalized case. The video will include navigation menus and will be mastered in a 16x9 aspect ratio with stereo sound. The video will be edited to run 30-75 minutes, depending on the length of the wedding ceremony. Since each wedding day is unique, we cannot guarantee that specific events, people, objects, etc. will be videotaped. Events that may be videotaped include: <ul style="list-style-type: none"> ▪ Various scenery and preparations ▪ Bride and groom's thoughts ▪ Wedding ceremony ▪ Bride and groom exit the church ▪ Wedding party photos ▪ Entrance at the reception ▪ Maid of Honor and Best Man toasts ▪ Cake cutting ▪ Special dances ▪ Bouquet tossing ▪ Garter removal and tossing ▪ Guests dancing 		
Highlight video: A video montage (up to five minutes long) of your wedding day will be edited with music and will appear at the end of your video. Please see page 2 for information about choosing your video music.		
USPS Priority Mail shipping: Your video will ship in approximately 6 weeks. If there is a delay, we will contact you.		
ADDITIONAL SERVICES	QUANTITY	COST
Additional DVD and Blu-ray Disc combo in a personalized case		x \$24.95
Additional DVD in a paper sleeve		x \$9.95
Photo montage: Complete page 3. If we do not receive a CD of your photos at least two weeks prior to your wedding date, this service will be voided and a \$50 credit will appear on your final invoice.		\$50.00
RAW footage: The unedited video and audio files will be provided on an external hard drive. <i>Please be aware that RAW footage of your event will be deleted from our computers after 60 days.</i>		\$150.00
Parking, admission, and similar fees: You must pay any fees required to access the event venue(s). If not paid, you will be billed prior to delivery of your video. Calculate for one vehicle and two videographers.		
Travel expenses: Calculated at 50 cents per mile over the first 100 (roundtrip) from Cedar Springs, MI.		
GRAND TOTAL		
DEPOSIT (Make checks payable to RPS Films)		- \$250.00
REMAINING BALANCE DUE ON WEDDING DAY		

GUARANTEE: In the unlikely event that the videographer cannot attend your wedding or an equipment failure, act of God, or situation beyond our control results in an unsuccessful recording of your wedding ceremony and/or reception, your deposit and/or previous payment(s) will be refunded. The videographer is not liable for any other expenses or duties outside of what is stated in this contract.

CANCELLATION POLICY: There is no penalty fee if you decide to cancel this contract, **but your deposit will not be refunded.**

I, PLEASE PRINT YOUR FIRST & LAST NAME, understand the terms, details, and conditions stated in this contract. I understand that full payment of the remaining balance is due on the day of my event, and non-payment will void this contract. I permit RPS Films to use pictures and video of my event for promotion of its videography services. I acknowledge that the finished product is a creative work, and as such, reasonable artistic license and discretion will be used in the taping and editing of the resulting video. Changes to the finished product, except those that are obvious errors, will result in additional re-editing charges of \$50 per hour. I understand that RPS Films will delete all RAW footage of my event from its computers after 60 days.

Your Signature: _____ Today's Date: MONTH / DAY / YEAR

Please print and complete this entire page.

CONTACT INFORMATION

BRIDE (First & last name): _____ **GROOM** (First & last name): _____

BRIDE'S LAST NAME AFTER THE WEDDING: _____

CURRENT MAILING ADDRESS:

Street Address: _____

City: _____ State: _____ Zip: _____

BRIDE'S PHONE: (____) _____ - _____ **GROOM'S PHONE:** (____) _____ - _____

BRIDE'S E-MAIL: _____ **GROOM'S E-MAIL:** _____

WEDDING DAY INFORMATION

WEDDING

Date: ____ / ____ / ____ Time: ____ : ____ AM / PM

Venue Name: _____

Street Address: _____

City: _____ State: _____

RECEPTION

Time: ____ : ____ AM / PM

Venue Name: _____

Street Address: _____

City: _____ State: _____

TYPE OF WEDDING CEREMONY – Please put a check () in the correct boxes.

- | | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> Protestant | <input type="checkbox"/> Catholic (Holy Communion: Yes <input type="checkbox"/> No <input type="checkbox"/>) | <input type="checkbox"/> Other (Please explain): _____ |
| <input type="checkbox"/> Indoor | <input type="checkbox"/> Outdoor | _____ |

VIDEO MUSIC

You may send us a **CD of five songs (six if you are choosing the photo montage option)** in **WAV or MP3 format**—which you legally own—that may be used at our discretion for your video. **This CD will not be returned.** If you choose to not send a CD, we will select instrumental music to accompany the video.
The song that you would like to accompany your video montage should be the first track on the CD.

WHAT WE NEED FROM YOU – Please check off each item () after you have read it.

- All pages of this contract** (page 3 is only required if you are choosing the **photo montage** option).
- Your **deposit** (please make checks payable to **RPS FILMS**). Proof of payment will be e-mailed for your deposit.
- A **photo of you with your fiancée**. This photo will not be returned.
- OPTIONAL: A CD of five songs (six if you are choosing the photo montage option) in WAV or MP3 format** that may be used at our discretion for your video. *We must receive this CD at least two weeks before your wedding.*
- If you are choosing the **photo montage** option, a **CD of thirty photos (ten of the bride, ten of the groom, ten of you with your fiancée), named correctly** (see page 3 for details), and **saved in JPG format**. *We must receive this CD at least two weeks before your wedding.*
- Cooperation from the officiant** to wear a **microphone and an audio recorder** during the wedding ceremony.
- Cooperation from the groom** to wear a **microphone and an audio recorder** during the wedding ceremony.
- Dinner reservations for me and my assistant** at your wedding reception.

We will contact you approximately two weeks before your wedding to discuss any last-minute details.
IF YOU HAVE ANY SUGGESTIONS OR QUESTIONS PRIOR TO THEN, PLEASE CALL OR E-MAIL US.

If you are choosing the **PHOTO MONTAGE** option, please print, read, and complete this page.

PHOTO MONTAGE DETAILS

Our photo montage option makes your treasured pictures an important part of your video!

You are allowed to select up to 30 photos that tell a story of you growing up and falling in love. Your photos will be edited with music in a touching digital slideshow at the beginning of your video!

IMPORTANT NOTICE

You must provide us with a CD of up to 30 photos at least two weeks before your wedding.

If we do not receive this CD, a **\$50 credit** for the photo montage will appear on your final invoice.

SCANNING REQUIREMENTS

We do not provide photo scanning services. It is your responsibility to scan any printed photos.

Many supermarkets, pharmacies, and copy stores offer these services. We recommend that you **scan your photos at 300 dpi or higher**. Files should be saved in **PNG** or **JPG** format.

NAMING FILES

Chronologically organize and name your photos as follows:

BRIDE'S PHOTOS		GROOM'S PHOTOS		YOUR PHOTOS TOGETHER	
01_bride.jpg	11_bride.jpg	02_groom.jpg	12_groom.jpg	21_us.jpg	26_us.jpg
03_bride.jpg	13_bride.jpg	04_groom.jpg	14_groom.jpg	22_us.jpg	27_us.jpg
05_bride.jpg	15_bride.jpg	06_groom.jpg	16_groom.jpg	23_us.jpg	28_us.jpg
07_bride.jpg	17_bride.jpg	08_groom.jpg	18_groom.jpg	24_us.jpg	29_us.jpg
09_bride.jpg	19_bride.jpg	10_groom.jpg	20_groom.jpg	25_us.jpg	30_us.jpg

If you do not have the requested number of photos for your montage, **use the same naming format as above** (number, underscore, bride-groom-us). The **BRIDE and GROOM'S PHOTOS** should be numbered **alternately**. **YOUR PHOTOS TOGETHER** should be numbered **sequentially**.

PHOTO MONTAGE SONG

Please write the song's **track number** and **title** from the CD you have burned. **Depending on the length of the song, some photos may not be used.** If you choose to not send a CD, we will select instrumental music to accompany the montage.

Track Number: _____ **Song Title:** _____

IF YOU HAVE ANY QUESTIONS ABOUT THESE REQUIREMENTS, PLEASE CALL OR E-MAIL US.



Professional and affordable wedding videography services for Michigan couples