



MEDIA Wedding Video Agreement

Agreement made this _____ day of _____, _____ between INSPIRIT MEDIA and:

Client(s) : _____

Address : _____ Apt. No. : _____

City : _____ State : _____ Zip Code : _____

Contact Person : _____ Bride's Cell : _____

Contact Phone : _____ Groom's Cell : _____

Contact E-mails : _____

1. Wedding Information

Bride's Name : _____ Groom's Name : _____

Day of Week : _____ Month : _____ Day : _____ Year : _____

Filming Start Time : _____ Filming End Time : _____

2. Ceremony Information

Start Time : _____ Video Arrival Time : _____

Ceremony Address : _____

Location Contact Person: _____ Phone Number : _____

Special Instructions / Directions (ceremony location, specific rooms, buildings, parking etc.) :

3. Reception Information

Start or Entrance Time : _____ Video Arrival Time : _____

Reception Address : _____

Location Contact Person: _____ Phone Number : _____

Special Instructions / Directions (please be specific, list room number / location, parking etc.) :

4. Person in charge of music and audio system for Ceremony :

Person in charge of music for Reception - DJ, Band, Sound Technician etc :

5. Name and contact information of wedding planner :

6. Name and contact information of Photographer :

7. How did you hear about Inspirit Media?

8. Select wedding video requirements and options:

[For package details see: http://www.inspiritmedia.com/packages](http://www.inspiritmedia.com/packages)

VIDEO PACKAGES

| | |
|------------------------|-------------|
| The Basics | \$ 999.00 |
| The Bells | \$ 1,499.00 |
| The Bells and Whistles | \$ 1,999.00 |
| Ceremony Only | \$ 399.00 |
| Custom Package | \$ _____ |

ADD-ONS CHECK ALL THAT APPLY

| | |
|--|-------------------------|
| Additional Videographer for Ceremony | \$ 250.00 |
| Additional Videographer for Reception | \$ 350.00 |
| Additional Videographer for Full Wedding | \$ 500.00 |
| Steadicam Option | \$ 300.00 |
| Blu-ray Disc Production | \$ 250.00 |
| Raw footage to playable DVD | \$ 125.00 |
| Raw footage to hard drive - media not included | \$ 75.00 |
| Online digital version of videos - 3 hours of footage included | \$ 150.00 |
| Additional DVD Discs | No. _____ \$ 25.00 each |
| Additional Blu-ray Discs | No. _____ \$ 50.00 each |
| Rush editing (30 day turn-around) | \$ 125.00 |
| Video Guestbook Booth | \$ 250.00 |
| Photo montage and projection services at reception | \$ 275.00 |

Non-package and Additional Options:

| | |
|---|--------------------|
| Videographer hourly hire | No. _____ \$ 75.00 |
| Travel and setup fee (per location, 40 miles max) | No. _____ \$ 50.00 |
| Assistant Editing services for non-package hire | \$ 100.00 |
| Encoding services - 4 hours of footage included | \$ 150.00 |
| Raw footage to archived Blu-ray disc - four 25GB discs included | \$ 250.00 |

Video Editing Only:

| | |
|------------------------------|-----------|
| Up to 4 hours of raw footage | \$ 400.00 |
| Additional footage per hour | \$ 75.00 |

Notes:

TOTAL WEDDING VIDEO COSTS : \$ _____

Package One - The Basics

Package includes:

- One(1) or Two(2) cameras - one(1) guaranteed - one(1) videographer for wedding ceremony and reception.
- Sound board, DJ tracks, and additional mic multi-track recorded.
- 1 DVD disc with a personalized menu and chapters.
- On-camera wireless audio recording of ceremony.
- High quality on-camera microphone used for reception.
- 6 hours of coverage included - \$75.00/hr after.
- Discounts can be achieved by reducing filming time (-\$75/hr) or choose 2 editing options below (-\$100 each option).

DVD Disc includes a total of 3 videos maximum:

- Documentary style coverage of Ceremony start to finish.
- Documentary style coverage of Reception Events (first dance, toasts, cake cutting etc.)
- Highlights Video, approximately between 3~15 minutes depending on footage.

Package Two - The Bells (our most popular)

Package includes:

- Two(2) or Three(3) cameras at ceremony - two(2) guaranteed - with two(2) videographers.
- One(1) or Two(2) cameras at reception - one(1) guaranteed - with one(1) videographer.
- Sound board, DJ tracks, and additional microphones multi-track recorded.
- Wireless audio recorded from groom or officiant during ceremony.
- Full editing and integration of live wedding day-of music and multi-track audio in videos.
- 2 DVD copies with a personalized menu and chapters on documentary videos.
- 8 hours of coverage - \$75.00/hr thereafter.

DVD Disc includes a total of 4 videos maximum, 3 guaranteed:

- Documentary style coverage of Ceremony start to finish.
- Documentary style coverage of Reception Events (first dance, toasts, cake cutting etc.)
- Highlights Video, approximately between 3~15 minutes depending on footage.
- Guest interviews and/or cocktail hour if available - NOT guaranteed.

Package Three - The Bells and Whistles

Package includes:

- Two(2) or Three(3) cameras at wedding ceremony - two(2) guaranteed - with two(2) videographers.
- Two(2) or Three(3) cameras at reception - two(2) guaranteed - with two(2) videographers.
- Additional one(1) assistant on location for entire day of event guaranteed.
- Bride and Groom dress preparation included - Groom guaranteed upon request only.
- Wireless audio coverage for entire ceremony (optional at reception).
- Integration of music selections, live music, and multi-track audio with additional editing effects.
- Guest interviews and best wishes coverage guaranteed.
- 3 DVD copies with a personalized menu and chapters of documentary videos.
- Coverage the day of not to exceed 8 hours each videographer - single coverage scheduling available to extend filming time.
- 8 hours of coverage included for each videographer - \$75.00/hr thereafter.

DVD Disc includes all of the following videos:

- Documentary style coverage of Ceremony start to finish.
- Documentary style coverage of Reception Events (first dance, toasts, cake cutting etc.)
- Highlights Video, approximately between 3~10 minutes.
- Additional Clips of footage that was excluded from the other videos.
- Guest interviews and/or cocktail hour - Guaranteed.

Ceremony Only Package

Package includes:

- One(1) or Two(2) camera coverage of wedding ceremony - one guaranteed.
- Wireless audio coverage of groom/bride and live audio recorded if available.
- 1 DVD copy with a personalized menu and chapters of event.
- 2 hours of coverage included - \$75.00/hr each additional.

DVD Disc includes all of the following editing options:

- Stylistic coverage of Ceremony start to finish.

_____ (initial) I have read and reviewed the above Packages and understand their content with my selections.

Terms and Conditions:

Purpose: This constitutes an order for wedding video production and finishing services. It is understood that all videos and raw footage remain the sole property of Inspirit Media. All media is strictly copyrighted and may not be used for any purpose other than home viewing by Client and immediate family unless by written consent from Inspirit Media. This includes video uploaded online and social media.

Deposit: Unless otherwise stated, a nonrefundable deposit of \$150.00 is required at the time of contract signing via credit card. The deposit reserves selected days and hours stipulated above and will be credited towards the total contracted amount. If the wedding date is changed after contract signing, the deposit may be used towards reserving a new date, providing Inspirit Media has available resources and is free of scheduling conflicts.

Payment: Inspirit Media requires payment of your total balance two (2) weeks prior to your wedding date. Payment may be made in cash, check, money order, or credit card. Checks should be made payable to Inspirit Media. Returned checks are subject to a fee of \$50.00 and future payments must be made via money order, cashier's check or credit card. If Client elects to pay their entire balance via credit card, Inspirit Media requires an additional 3% service charge for processing fees. The service charge does not apply to deposit payments. If payment is not made two weeks prior to Client's event date, Inspirit Media reserves the right to fully charge the credit card on file to proceed with filming should the Client be unavailable for any reason beyond the control of Inspirit Media and its Partners.

Contract Cancellation: The Client has thirty (30) days to cancel or alter this contract prior to their event date. If contract is cancelled within thirty (30) days of event, Client will receive a full refund of any payments made, less the deposit. After thirty (30) days prior to the contracted event date, this contract and any mutually agreed upon alterations become legally binding; all intentions thereof will remain in effect. If cancellation occurs in less than 30 days prior to wedding date, Inspirit Media reserves the right to charge the Client's credit card or seek payment up to 50% of the total contract package amount as stated or entire pre-production costs; whichever is greater. Inspirit Media makes no guarantees for alterations or changes requested after 30 days prior to the event, and may incur additional charges.

Liability: Inspirit Media will perform all tasks to the best of their ability, but accepts no responsibility for unseen circumstances included, but not limited to equipment failure, power outages, severe illness or disability, and inability to perform services or other circumstances where the result of the video product is less than ideal. Inspirit Media takes the utmost care with respect to exposure, transportation and handling of master video footage. However, in the unlikely event that all of the video footage should be lost, stolen, damaged or destroyed for reasons within or beyond that of Inspirit Media's control, liability is limited to return 50% of payments received, less the deposit and production costs. The limit of liability for a partial loss shall be a prorated amount of the package selected, based on the percentage of originals lost.

Permission to Video: It is the Client's duty to get permission (preferably written) from all locations to allow video equipment to be used during the entire wedding event. Inspirit Media can provide certificates of insurance for venues upon request. Permission should be received before signing this contract so there will not be any misunderstandings. In the event that Inspirit Media is denied videotaping, 50% of paid monies will be returned to Client, less the reservation deposit and pre-production costs.

Model Release: The contracting party grants Inspirit Media the unrestricted right to copyright, use and publish videos and/or photographs of the contracting party – including all guests and objects – for commercial, promotion, competition or other purposes without compensation, written permission or liability to the Client, Subject or Inspirit Media. It is the responsibility of the Client to advise any and/or all participants and attendees that the event will be videotaped. All parties attending the event will therefore be considered as consenting to be included in the final edited video and/or commercial/promotional video by their presence.

Permission to use likeness: Unless otherwise stated, the Client agrees to allow Inspirit Media to use photographs, video clips, photos taken from video footage, and other likenesses from the Client's video session(s) to be used as samples for advertising and viewing by potential customers. Inspirit Media agrees to only use samples that are the most flattering to the Client or subject. In the event that additional footage is needed, Inspirit Media reserves the right to use stock footage to deliver a full-featured final product.

Final Video Product: Inspirit Media will make every effort to give Client the best audio and video recording possible, but makes no guarantee either expressed or implied, in regard to the quality of audio/video recordings that are subjective and influenced by many factors beyond the complete control of Inspirit Media - especially during live or un-staged events like weddings. It is also understood that the Client is hiring Inspirit Media for their technical and artistic expertise and therefore, Inspirit Media reserves the right to edit the video as they see necessary. Inspirit Media does not guarantee that everyone involved in the event will be videotaped or will be included in the final edited product. Recordings are dependent on sound systems beyond Inspirit Media's control and recording problems are sometimes unavoidable.

Completion: Normal turn-around is approximately 60 business days after completion of filming to start the editing review process online. Additional footage and recording conditions can extend this usual time frame significantly. This is not a guarantee. Client availability and technical difficulties after the initial editing process can also delay completion. Inspirit Media gives individual attention to each video and patience is a virtue. Footage will be posted online for home viewing via web browser prior to creating the final product for shipment. It is the Client's responsibility to have access to a video-capable internet connection and web browser. Client has a maximum of 15 days to review and make changes to online review videos. After 15 days, Inspirit Media may complete the contracted DVD's without Client's approval and ship to the address on-file. Additional editing charges will apply should the Client make requests after the final DVD's have shipped. Inspirit Media is not responsible for lost/damaged photographs, VHS tapes, DVD's or other media given for publication purposes. It is Client's responsibility to make claim if faster shipping is required beyond UPS ground or USPS priority.

Client Unavailability: Inspirit Media and its Partners will make every attempt to contact the Client upon initial upload of videos for online review. It is the Client's responsibility to make time available for reviewing their videos online. Client must also make sure to add all emails from @inspiritmedia.com to their safe senders list and junk mail filters to insure proper delivery. After a 30 day window of attempting to contact the Client, and no contact has been made – either verbal or written – Inspirit Media will finish the Client's DVDs without any approval or feedback. After 30 days, should the Client become available and Inspirit Media has begun the video finishing process, additional editing charges will apply.

Original RAW Media: Inspirit Media may, but is not obligated to, retain copies and/or masters of the raw video footage. Federal Copyright Law protects all videotaped images produced by Inspirit Media. Raw footage delivered to Client is available for an additional fee.

Re-Editing of Video Footage: Requests for changes to the final product or after editing milestones will be subject to a surcharge of \$75.00 per hour unless an obvious mistake was made by Inspirit Media such as no audio and black or distorted video. It is the Client's sole responsibility to review footage online for any and all requested changes during the editing process and prior to DVD creation. After each editing milestone, additional charges apply to editing requests. Inspirit Media takes the utmost care, but cannot be held responsible for every minor editing change made. Major re-editing is subject to additional costs as needed, beyond the hourly surcharge, which will be agreed upon between Inspirit Media and Client.

_____ (initial) I have read and reviewed the above Terms and Conditions and agree to abide with such.

Credit Card Information

Used only for reservation purposes and will not be billed for video services unless circled below.

Name on Card: _____
Billing Address: _____
City, State, Zip Code: _____
Credit Card Number: _____

Expiration Date: _____
3 or 4 Digit Security Code: _____

Pay all video charges with credit card (check one)? Yes No 3% service charge applies

By signing below, both parties agree to this contract and are bound by its terms:

| | | |
|-----------------------------|--------------------|-------|
| _____ | _____ | _____ |
| Signature of Client | Print Name | Date |
| | | |
| _____ | Dustin Joseph Alan | _____ |
| Signature of Inspirit Media | Print Name | Date |

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