

Personal Information

\_\_\_\_\_  
Name of Groom

\_\_\_\_\_  
Name of Bride

\_\_\_\_\_  
Primary Address (Street/Appt#, City, State, Zip)

\_\_\_\_\_  
Address After Wedding (Street/Appt#, City, State, Zip)

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Email Address

Event Information

\_\_\_\_\_  
Date of Ceremony

\_\_\_\_\_  
Time of Ceremony

\_\_\_\_\_  
Location of Ceremony (ie. Name of Church/Building)

\_\_\_\_\_  
Phone Number of Ceremony Location

\_\_\_\_\_  
Address of Ceremony Location (Street/Appt#, City, State, Zip)

\_\_\_\_\_  
Location of Reception (ie. Name of Church/Building)

\_\_\_\_\_  
Time of Reception

\_\_\_\_\_  
Address of Reception Location (Street/Appt#, City, State, Zip)

\* If your wedding package/aggrement includes other locations and times(ie. rehearsal, interviews, ect.), please fill out the Location Worksheet with the time(s) and address(es) of the event(s).

Other Information

\_\_\_\_\_  
Photographer

\_\_\_\_\_  
DJ/Band

\_\_\_\_\_  
Type of Ceremony (ie. Traditional, Catholic, Indoor, Outdoor, ect.)

\_\_\_\_\_  
How did you hear about us? (Web, Trade Show, Friend, ect.)

Monetary Information

Retainer Fee/Down Payment:

\$100 Retainer Fee

Other Amount: \$ \_\_\_\_\_

Total Package Price: \$ \_\_\_\_\_

Amount Due On Completion: \$ \_\_\_\_\_

\_\_\_\_\_  
Check# / Cash

\*Office use only

Client ID#: \_\_\_\_\_

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

Legalities

- It is understood that Action Media, LLC (*referred to as Action Media for the remainder of this document*) is the exclusive videographer retained by the client to cover each event. Any conflicts with other photographic and/or video coverage contracts and any notifications necessary to avoid such conflicts are the sole responsibility of the client.
- Client assumes all responsibilities for obtaining any necessary permission, clearance permits, ect., which may be required for Action Media to record each event, public or private. Client assumes all responsibility for obtaining and retaining permission for access to any requested camera positions and is solely responsible for the quality of the final production resulting from the use of, or inability to use, such camera positions. The client warrants that he/she has the legal rights to anything Action Media will record, including photos, musical recordings, videotapes, or any other materials delivered to Action Media for inclusion in the clients DVD or Blu-ray. The Client agrees to indemnify and hold Action Media harmless for any loss, damage, or liability for infringement of any rights arising from the use or sale of DVDs or Blu-rays the client hires Action Media to produce, edit, or duplicate.
- Action Media reserves the right to use videos for display, publication or other purposes. All video masters and raw footage remain the exclusive property of Action Media.
- The client reserves the right to terminate the contract for any reason at any time up to the date of the event. Should the client terminate the contract, all money paid less the retainer will be refunded.
- The client has critically viewed samples of Action Media’s video work and hereby grants full editorial and production control to Action Media regarding all aspects of the production and post-production services for the event. In the event a particular segment of the event is either not recorded, partially recorded, or not a part of the edited master tape, it is at the sole discretion of Action Media as the exclusive producer of the event video recording. Changes requested to the final video after delivery to client are charged at a rate of \$75 per hour.
- All personal property provided by the client to Action Media for utilization in the post-production of their video is received by Action Media at the complete and total risk of the client. Action Media will make every effort to insure the safekeeping of a client’s personal property while in its possession and return same to client upon delivery of the edited master copy.
- If Action Media fails to comply with the terms of this agreement due to any event or at beyond the control of Action Media including but not limited to illness, accident, labor disputes, acts of God and other catastrophes, or uncontrollable and unforeseeable equipment failure, Action Media’s liability is limited only to a refund of all monies received.
- Action Media produces DVDs and Blu-rays using the most compatible media for set top players (DVD-R and BD-R). Action Media is not responsible for incompatibility with the DVDs and Blu-rays created and the client’s player.

***I/we have read and agree to the terms and conditions printed on this contract.***

**Client:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Client:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Accepted (Action Media, LLC):** \_\_\_\_\_