



WEDDING VIDEO SERVICES CHECKLIST

**Clients are to return this document no later than
two weeks prior to function date**

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|---------------------------|--|-----------|--|
| Event Information | | | |
| Wedding Day and Date: | | | |
| Bride's Name: | | | |
| Bride's Contact Number 1: | | Number 2: | |
| Groom's Name | | | |
| Groom's Contact Number 1: | | Number 2: | |

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| Preparation Details | | Please only fill out items if video coverage is included in the package you booked | |
| Bride's preparation time: | | | |
| Bride's preparation address: | | | |
| Phone at Bride Prep location: | | | |
| Groom's preparation time: | | | |
| Groom's preparation address: | | | |
| Phone at Groom Prep location: | | | |

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| Ceremony Details | |
| Ceremony location: | |
| Ceremony address: | |
| Ceremony contact and phone #: | |
| Guest arrival time: | |
| Groom's arrival time: | |
| Bride's arrival time: | |
| Ceremony Start Time: | |
| Duration of ceremony: | |

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| Photo Session Details | |
| Photo session time: | |
| Photo session location: | |
| Photo session address: | |
| Photo session contact and phone # | |

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|------------------------------|--|
| Reception Details | |
| Reception location: | |
| Reception address: | |
| Reception contact & phone #: | |
| Number of people expected: | |
| Guest arrival time: | |
| Wedding party arrival time: | |
| Reception end time: | |
| MC's name: | |
| Reception Contact Name: | |
| Number: | |



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Please keep in mind we can only cover these events if they occur within the agreed time frame. Most weddings allow for 12 hours of coverage. If in doubt, please confirm the content included in your wedding package.

| Reception Details (cont) | Place an X in the appropriate box | | |
|-----------------------------------|--|--|---------------------------------------|
| Receiving line at reception?: | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| Speeches and toasts will be: | <input type="checkbox"/> BEFORE DINNER | <input type="checkbox"/> DURING DINNER | <input type="checkbox"/> AFTER DINNER |
| Cake cutting will be: | <input type="checkbox"/> BEFORE DINNER | | <input type="checkbox"/> AFTER DINNER |
| Bride will be changing clothes? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| Groom will be changing clothes? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| Bouquet and garter ceremony? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | IF YES – TIME: |
| Bride and groom departure time: | | | |
| Archway as bride and groom leave? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |

| Video Credits | |
|---------------------------------------|--|
| Ceremony Officiant: | |
| Bride's Mother: | |
| Bride's Father: | |
| Groom's Mother: | |
| Groom's Father: | |
| Bride given away by / Relationship: | |
| Maid / Matron of Honour: | |
| Best Man: | |
| Flower Girl: | |
| Ring Bearer: | |
| Bridesmaid: | |
| Bridesmaid: | |
| Bridesmaid: | |
| Bridesmaid: | |
| Bridesmaid: | |
| Groomsman: | |
| Groomsman: | |
| Groomsman: | |
| Groomsman: | |
| Groomsman: | |
| Usher: | |
| Usher: | |
| Usher: | |
| Special Guest / Relationship / From: | |
| Special Guest / Relationship / From: | |
| Special Guest / Relationship / From: | |
| Special Guest / Relationship / From: | |
| Special Guest / Relationship / From: | |
| Toast to Bride / Relationship / From: | |



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| Video Credits (cont) | |
| Caterer: | |
| Flowers: | |
| Decorations: | |
| Cake: | |
| Photographer: | |
| Ceremony music by: | |
| DJ Company: | |
| Band: | |
| Limo / Car service | |
| Other: | |
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| Music Selections | We would like to include your formal dances in your video productions. Please let us know of other music requests you would like. If no selections are requested, music for the productions will be at our discretion. |
| First Dance with Bride and Groom | |
| 2 nd Formal Dance | |
| 3 rd Formal Dance | |
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| Interviews | We can conduct interviews with your guests and family members. We can either roam from table to table and film guests that have some well-wishes for you OR we can put a camera on a tripod and have guests come up to the camera. |
| Do you wish for us to conduct interviews? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| If yes, which type? | <input type="checkbox"/> ROAMING <input type="checkbox"/> CAMERA ON TRIPOD |



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| IMPORTANT | |
| <p>Keep in mind we take several hours of footage and edit it down to a one hour edit on a DVD – footage will be edited out at our professional discretion. If there is any particular footage you must have in your final production, (i.e. your grandmother visiting from Brazil) PLEASE make notes here. Requests made AFTER editing has commenced will constitute a re-edit charged at our regular rate.</p> | |
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| Meal Provided | Place an X in the appropriate box |
| <p>Keep in mind, the video crew will be with you throughout the day. It would be appreciated if a meal could be provided. If no meal is provided, we may have to leave the venue and critical footage may be missed.</p> <p>Please confirm.</p> | <p>[] YES</p> <p>[] NO</p> |