



WEDDINGVIDEOPRO.COM

A PRO-VISION PRODUCTION

Checklist

1. To officially reserve your wedding date, complete the **contract** and send in the deposit (**\$500.00**). I will sign the contract when I receive it and return a copy to you for your records.
2. Fill out the **Wedding Information Sheet** and send it in at least a month before the wedding date. This can be sent in after the contract if you need more time to complete it.
 - * Check that addresses & phone numbers for all locations are correct
 - * Attach directions if available
 - * Include starting and ending times for main events
 - * For the credits section print all names clearly and exactly how you would like them to appear on the video
 - * On the last page include any other details that would be helpful
 - * Attach schedule for reception on the back from D.J. or band if available
 - * Total filming time is **6 hours** from the time we arrive
 - * Overtime is **\$200.00/hr.**
3. **Six weeks** before the wedding date the **second payment** is due.
4. **Three weeks** before the wedding date the **final payment** is due along with your music for the video on CD.
 - * If you choose the option of having a picture montage, the images must be received at least **six weeks** before the date of the wedding
20 picture childhood and dating montage is **\$150.00 (\$5.00 per picture for additional images)**
These should be numbered on the back in the order you choose
They should be no larger than 8" * 10"
You can also choose to send digital pictures on CD or disk
 - * Choose six songs for the video and send them to me on a CD.
The places where the songs will go in the video are on the third page of the Wedding Information Sheet
If you don't want to choose your own music let me know and I can use music I have here like you heard on the Demo DVD
 - * All pictures and music must be received **before the wedding date** to be included in the video.

Feel free to call if you have any further questions. We look forward to working with you soon.

2017 Chatwin Ave., Long Beach, CA 90815
Phone: (562) 799-1989 Toll Free: (877) 933-3843
www.weddingvideopro.com