

Jackson's Video Productions & TLC Enterprise  
376 North Lorraine Street      Preeman St.  
Radcliff, KY 40160      Blacklick, OH 43004  
Phone: 270-312-9560      614-493-8030  
Fax: consult rep.

Today's Date \_\_\_\_\_

Invoice # 4000

**Wedding Video Production Agreement**

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

Video Package: \_\_\_\_\_ cost \$ \_\_\_\_\_

Options: \_\_\_\_\_ cost \$ \_\_\_\_\_

\_\_\_\_\_ cost \$ \_\_\_\_\_

\_\_\_\_\_ Subtotal \$ \_\_\_\_\_

Wedding date: \_\_\_\_\_ Tax \$ \_\_\_\_\_

Start time of Ceremony / Reception: \_\_\_\_\_ / \_\_\_\_\_ Total \$ \_\_\_\_\_

Amount due (deposit is 50% of total) \$ \_\_\_\_\_

Method of payment (circle one):

Personal check    Cash VISA    MasterCard    Discover    American Express    Paypal (cebayj@myway.com)

\*Credit card orders:

Name on the card: \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_ -- \_\_\_\_\_

Card number: \_\_\_\_\_ Exp. date (MM/YY): \_\_\_\_ / \_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ -- \_\_\_\_\_

**Terms and conditions:**

1. A 50% deposit is required to reserve the date. Balance must be paid in full two weeks prior to the event date.
2. For the Gold Package, customers may receive rough cut of wedding video. (This is also available as an added cost option). Comments or suggestions regarding rough cut must be made within 7 days of receipt of rough cut (within 14 days of notification that the edit is done). After that time, footage will be mastered to digital tape and removed from hard drive. Reloading footage for additional editing would incur additional charges \$75-125 dollars.
3. For all Customers, the final payment must be made within 14 days of your wedding date or Jackson's Video Productions & TLC Enterprise reserves the right to not show up to your event.
4. It is the responsibility of the customer to secure permission of and/or from the proper officials to videotape at booked locations.
5. Jackson's Video Productions & TLC Enterprise will take utmost care to produce a tape of excellent quality. However, we will not be responsible for circumstances beyond our control, including but not limited to power failure, equipment malfunction or defective tape stock. If taping is prevented due to such occurrences, the deposit will be refunded less rehearsal charge if applicable. Jackson's Video Productions & TLC Enterprise will not be held liable for damages exceeding the total cost of the video production.
6. Any concerns regarding the quality of the tapes must be brought to the attention of Jackson's Video Productions & TLC Enterprise within 48 hours of the client receiving the edited tapes.
7. Jackson's Video Productions & TLC Enterprise cannot retain master copies of wedding videos for customers.
8. Jackson's Video Productions & TLC Enterprise reserves the right to use any images and/or audio from the videotape or any portions of the videotape for promotional or educational purposes.
9. If client chooses to cancel contract, Jackson's Video Productions & TLC Enterprise will refund deposit less non-refundable booking fee of 10% of contract total (20% of a 50% deposit) if cancelled 30 days or more before wedding date or 25% of contract total (50% of a 50% deposit) if cancelled within 30 days of wedding date.

**Signatures:**

\_\_\_\_\_  
(Bride or Groom or Parent)

\_\_\_\_\_  
(Jackson's Video Productions & TLC Enterprise)

\*Any card order for Jackson's Video Productions & TLC Enterprise will be billed as (see consultant) [www.comingsoon.com](http://www.comingsoon.com)

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376 North Lorraine St. Radcliff, KY 40160  
270-312-9560 or 614-493-8030  
[ctjvideo@gmail.com](mailto:ctjvideo@gmail.com)  
[nstljc@sbcglobal.net](mailto:nstljc@sbcglobal.net)

**Wedding Date** \_\_\_\_\_ **How did you hear about us?** \_\_\_\_\_

**Bride & Groom:** \_\_\_\_\_

**Ceremony Location Information**

***Rehearsal***

1. Date: \_\_\_\_\_ Start time: \_\_\_\_\_ am / pm End time \_\_\_\_\_ am / pm
2. Rehearsal location (**building name & street address**): \_\_\_\_\_
3. Phone number at location: \_\_\_\_\_
4. Directions: \_\_\_\_\_

**What hours of coverage would you like on your wedding day? Start Time** \_\_\_\_\_

**End Time** \_\_\_\_\_

**Packages: (Gold: 5 continuous hours; Platinum: 6 continuous hours; Diamond: 8 continuous hours)**

***Ceremony***

5. Date: \_\_\_\_\_ Start time: \_\_\_\_\_ am / pm End time \_\_\_\_\_ am / pm
6. Ceremony location (**building name & street address**): \_\_\_\_\_
7. Phone number at location: \_\_\_\_\_
8. Directions (if different from above): \_\_\_\_\_  
\_\_\_\_\_
9. Name of clergy performing ceremony: \_\_\_\_\_ Phone no.: \_\_\_\_\_
10. If there are restrictions about videotaping at the church, whom do we contact to find out about them?  
Name: \_\_\_\_\_ Phone no.: \_\_\_\_\_
11. At what time will the building be open? \_\_\_\_\_
12. Please list any parking restrictions. \_\_\_\_\_
13. Is there another event taking place before your ceremony? \_\_\_\_\_  
If yes, when is your wedding party allowed to begin setting up? \_\_\_\_\_
14. At what time will you be arriving? \_\_\_\_\_
15. Are you planning to have musicians and/or vocalists during the ceremony? \_\_\_\_\_  
If yes, where will they be located? \_\_\_\_\_
16. Are you planning a receiving line after the ceremony? \_\_\_\_\_
17. What will occur after the recessional (sign certificate, photos, departure)? \_\_\_\_\_  
\_\_\_\_\_
18. Other special instructions? \_\_\_\_\_

**Two valid E-mail addresses:** \_\_\_\_\_

Jackson's Video Productions & TLC Enterprise  
376 North Lorraine St. Radcliff, KY 40160  
270-312-9560 or 614-493-8030  
[ctjvideo@gmail.com](mailto:ctjvideo@gmail.com)  
[nstljc@sbcglobal.net](mailto:nstljc@sbcglobal.net)

**Reception Location Information**

**Reception**

1. Start time: \_\_\_\_\_ am / pm Approximate end time \_\_\_\_\_ am / pm
2. Date: \_\_\_\_\_ (if different from date of ceremony)
3. Reception \_\_\_\_\_ location (name & street address):
4. Phone number: \_\_\_\_\_
5. Directions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. How long does it take to get to the reception? \_\_\_\_\_
7. Please list any parking restrictions at the reception. \_\_\_\_\_
8. Are you planning formal introductions of the wedding party at the reception? \_\_\_\_\_
9. Will there be a dinner? (We usually take a break from shooting while people are eating.)
10. Will there be places at dinner tables for videographer, photographer, DJ etc.? \_\_\_\_\_ If not, do you mind if we take the seat of an absent guest? \_\_\_\_\_ (It's nice to get a quick bite to eat at a location near the "action" in case something unannounced comes up quickly and we need to film it.)
11. Will there be formal speeches or toasts? \_\_\_\_\_
12. Will there be any special dances? (if so, please list) \_\_\_\_\_  
\_\_\_\_\_
13. Do you want us to get messages/greetings from guests?

If yes, you may provide a list of names of people you would like to see on tape, but we can make no guarantee that we will be able to interview those specific people. We usually ask for guests to volunteer to leave messages—we never impose on those who are camera shy. We usually wait until after the special dances to set up the camera for interviews. If you've booked just a single camera for the reception, the videographer will not be able to tape dancing while recording messages.

14. If the bouquet and garter toss do not take place within the time limit for your package, would you like us to stay and charge you for the additional time?
15. Please list any other special events you want us to be sure to capture on tape: \_\_\_\_\_  
\_\_\_\_\_

**Personal Information (Please Print Clearly)**

**Groom**

Name: (first) ----- (middle) ----- (last) -----  
Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)  
Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

**Bride**

Name: (first) ----- (middle) ----- (last) -----  
Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)  
Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

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[nsljic@sbcglobal.net](http://nsljic@sbcglobal.net)

**Other**

1. Please list the name and phone number of a friend or family member who is not in the wedding party that can take a few minutes to point out who's who.

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

2. Wedding Coordinator: \_\_\_\_\_ Phone number: \_\_\_\_\_

3. Disc Jockey or MC at the reception: \_\_\_\_\_ Phone number: \_\_\_\_\_

4. Still Photographer: \_\_\_\_\_ Phone number: \_\_\_\_\_

5. What is the schedule for your formal photographs? \_\_\_\_\_

6. Please include music of your choice for background filler music, such as title of songs, artist, etc. We ask you provide 5-6 songs. \_\_\_\_\_

7. Please include two songs for your Highlight Video. (Slower, love music usually works well)

\_\_\_\_\_  
\_\_\_\_\_

**Wedding Party**

Please provide us with the names of the people in your wedding party OR we can pick up a program at the ceremony.

Maid of Honor: \_\_\_\_\_

Best Man: \_\_\_\_\_

Ring Bearer: \_\_\_\_\_

Flower Girl: \_\_\_\_\_

Candle Lighter: \_\_\_\_\_

Bridesmaids: \_\_\_\_\_

Groomsmen:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Shot List (Not Part of Contract but used to emphasize areas of coverage)**

Please check the boxes below to indicate which scenes you would like to have included on your video.

**Pre-Ceremony**

- |   |   |
|---|---|
| <input type="checkbox"/> Groomsmen preparing*         | <input type="checkbox"/> Exterior or church                   |
| <input type="checkbox"/> Groom with best man*         | <input type="checkbox"/> Interior of church (empty*)          |
| <input type="checkbox"/> Groom with ushers*           | <input type="checkbox"/> Bride and groom arriving*            |
| <input type="checkbox"/> Groom with mother*           | <input type="checkbox"/> Guests arriving                      |
| <input type="checkbox"/> Groom with father*           | <input type="checkbox"/> Ushers seating guests                |
| <input type="checkbox"/> Groom talking about wedding* | <input type="checkbox"/> Grandparents being seated            |
| <input type="checkbox"/> Bridesmaids preparing*       | <input type="checkbox"/> Parents being seated                 |
| <input type="checkbox"/> Bride with bridesmaids*      | <input type="checkbox"/> Flowers                              |
| <input type="checkbox"/> Bride with mother*           | <input type="checkbox"/> Other relatives                      |
| <input type="checkbox"/> Bride with father*           | <input type="checkbox"/> Musicians performing before ceremony |
| <input type="checkbox"/> Bride talking about wedding* | <input type="checkbox"/> Other: _____                         |
| <input type="checkbox"/> Bride & mother talking*      |   |

\*additional charges may apply for some earlier pre-ceremony footage

**Ceremony**

- |  |   |
|--|---|
| <input type="checkbox"/> Each bridesmaid walking down aisle                      | <input type="checkbox"/> Candle lighting ceremony           |
| <input type="checkbox"/> Each bridesmaid meeting her partner at the end of aisle | <input type="checkbox"/> Exchange of vows                   |
| <input type="checkbox"/> Ring bearer and flower girl walking down aisle          | <input type="checkbox"/> Ring exchange                      |
| <input type="checkbox"/> Bride walking down the aisle                            | <input type="checkbox"/> The kiss                           |
| <input type="checkbox"/> Groom waiting at altar                                  | <input type="checkbox"/> Bride & groom walking up aisle     |
| <input type="checkbox"/> Ceremony  | <input type="checkbox"/> Wedding party walking up aisle     |
| <input type="checkbox"/> Candid close-ups of parents during the ceremony         | <input type="checkbox"/> Guests leaving the ceremony        |
| <input type="checkbox"/> Close-ups of other family members                       | <input type="checkbox"/> Recessional                        |
| <input type="checkbox"/> Scripture readings                                      | <input type="checkbox"/> Reception line                     |
| <input type="checkbox"/> The sermon  | <input type="checkbox"/> Throwing rice / birdseed / bubbles |
|  | <input type="checkbox"/> Entering car/limo and departing    |
|  | <input type="checkbox"/> Guests conversing outside          |
|  | <input type="checkbox"/> Other:                             |

**Reception**

- |  |  |
|--|--|
| <input type="checkbox"/> Outside of reception hall                     | <input type="checkbox"/> Guests fast dancing                                     |
| <input type="checkbox"/> Sign in the lobby with your names             | <input type="checkbox"/> Guests slow dancing                                     |
| <input type="checkbox"/> Car or limo arriving                          | <input type="checkbox"/> Bride and groom fast dancing                            |
| <input type="checkbox"/> Bride and groom arriving and being introduced | <input type="checkbox"/> Bride and groom slow dancing                            |
| <input type="checkbox"/> Wedding party being introduced                | <input type="checkbox"/> Couple talking to guests                                |
| <input type="checkbox"/> Toasts  | <input type="checkbox"/> Parents, friends, and family members giving best wishes |
| <input type="checkbox"/> Prayer before dinner                          | <input type="checkbox"/> Couple showing wedding bands                            |
| <input type="checkbox"/> Bridal party starting buffet line             | <input type="checkbox"/> Cake cutting  |
| <input type="checkbox"/> Bride and groom eating dinner                 | <input type="checkbox"/> Couple feeding each other                               |
| <input type="checkbox"/> Shot of disk jockey or band                   | <input type="checkbox"/> Bouquet throwing  |
| <input type="checkbox"/> First dance                                   | <input type="checkbox"/> Garter removing and throwing                            |
| <input type="checkbox"/> Bride and father dancing                      | <input type="checkbox"/> Garter/Bouquet couple dancing                           |
| <input type="checkbox"/> Groom and mother dancing                      | <input type="checkbox"/> Couple saying good-bye                                  |
| <input type="checkbox"/> Other:  |  |