

Booking Form & Checklist

Please complete in CAPITAL LETTERS ensuring the correct spelling of names for the graphic titles

Date of Wedding : _____

Person making the booking and to whom all correspondence should be sent.

Name : _____ Tel : _____

Address : _____ Mob: _____

_____ E-mail: _____

Post Code: _____

The Bridal Party

Bride : _____ **Groom :** _____

Address : _____ Address : _____

Post Code : _____ Post Code: _____

Tel/Mob : _____ Tel/Mob: _____

Matron of Honour: _____ **Best Man:** _____

Bridesmaid (s): _____ **Usher (s):** _____

Flowergirl (s): _____ **Pageboy (s):** _____

Bride's Parents: _____ **Groom's Parents:** _____

Address: _____ Address: _____

Postcode: _____ Post Code: _____

Tel/Mob: _____ Tel/Mob: _____

Wedding Day Preparations/Interview

Venue (e.g. Bride's Home): _____ Filming Time Allowed: _____ mins.

Venue (e.g. Groom's Home): _____ Filming Time Allowed: _____ mins.

Transport Details

Distance from Bride's House to Church: _____ miles Travel Time: _____ mins.

Distance from Groom's House to Church: _____ miles Travel Time: _____ mins.

Marriage Ceremony Details

Venue: _____ Minister/Vicar/Priest: _____

Address: _____ Official Photographer: _____

Time Ceremony Commences: _____ —

Permission to Film Service*: Yes No

Time of Groom's Arrival: _____ Mode of Transport: _____

Time of Guests Arrival: _____

Time of Bride's Arrival: _____ Mode of Transport: _____

Other Requirements:

*Please assure the clergy that our camera operators are very discreet and will cause absolutely no distraction throughout the service.

Reception Details

Venue: _____ Tel: _____

Contact: _____ Position: _____

Cake to be cut: Before meal After meal

Is there a line up?: Yes No Is there a piper?: Yes No

No. of Guests: _____

Speeches**: Before Meal — After Meal

Speakers: 1. _____ 2. _____

3. _____ 4. _____

Time of Bridal Waltz: _____

Are there adequate power points at the Reception (Marquee): Yes No

Other Requests/Requirements:

**Please ensure that the hotel is aware of the need for as much suitable light as possible during filming, especially during speeches & the bridal waltz. We may require to use additional lighting to achieve the best possible picture quality.

Additional Information

1. The Art of Video would be grateful for a small 6" x 4" photo of the married couple for the front of the master tape presentation video box.
Would this be okay? Yes No
2. Where did you hear about us? _____
3. If you have any special requests or requirements please share them with us as we are always open to suggestions

Terms & Conditions of Booking

1. **Attendance Fee**

A booking fee of £50 is required to reserve the date of your event.
This fee is deducted from the final payment.

2. **Payment**

The balance of the total amount payable will become due two weeks before the date of the wedding. Please make cheques payable to "The Art of Video".

3. **Licence**

The Art of Video shall be granted reasonable artistic licence in regard to scenes, poses, locations etc. as applicable. The judgement of the videographers will be deemed correct

4. **Prices**

All prices are ex.studio and are supplied at the prices ruling at the time of supply.

5. **Permission**

In order to record the church service, the client must obtain permission from the clergy.

6. **Lighting**

The Art of Video will provide a pleasing colour balance, but cannot guarantee exact colour matching owing to anomalous reflection caused by a combination of certain dyes and materials, normally man made fibres, it is impossible to record on film the exact colour of materials as seen by the human eye. This is also dependant on the light sources available.

7. **Force Majeure**

In the unlikely event of total failure due to technical problems outwith our control, or cancellation of this contract by ourselves, the full deposit paid will be refunded.

8. **Copyright**

The Art of Video retain copyright of the video production. No form of copying or reproduction will be allowed without written permission.

9. **Standards**

The Art of Video shall at all times maintain the highest standards of workmanship and artistic ability. We will also comply with the standards of dress and conduct appropriate to the occasion.

10. **Cancellation**

The client can cancel the contract at any time, giving us written notice prior to the date of the event. No refund of deposits can be made.

I have read and agree to the conditions of the booking; enclosing £50 as a deposit.

Clients signature _____ Date _____

Finally, we would respectively suggest that prior to playing back your wedding video that you should ensure that the heads of your video recorder are clean in order to obtain maximum enjoyment of your big day.

On receipt of this Booking Form, we will return a confirmation of the correct details.

For Studio Use Only

Deposit Paid £ Date Receive Confirmation
returned

Balance Due £ Date Due (2 weeks prior to wedding)