

Sight & Sound Events

www.sightsound.com

Dear Bride and Groom:

Your wedding day is a very important day. For that reason, we need your help to do the best job possible on your video; the following are some important points for you to keep in mind:

1. **BE PUNCTUAL:** Instruct your wedding party to be on time so your videographer and your photographer can do a good job capturing your pre-ceremony shots.
2. **CEREMONY ARRANGEMENTS:** Arrange with the officiating clergy and/or wedding coordinator whether or not the videographer can set up a tripod in such a way as to be able to see your faces during the ceremony. Also, inquire about the usage of a very low wattage light if the ceremony is to be shot indoors. We are very familiar with most locations and their rules in Las Vegas. Your videographer will be calling the week of your wedding to go over all these arrangements with you, Please be advised that we are not at liberty to break any rules at any location or to ignore the rules of the officiator.
3. **MEMORABLE LAST WORDS:** In your final moments as a single person, we will ask you if you have any last minute words of love for your Bride/Groom. You may want to give it some thought as to what you would like to say. This is certainly not required; however, it does make a memorable addition to your video.
4. **SEE AND BE SEEN:** During the ceremony, it may be necessary to momentarily have your attention when you first arrive at the altar. We will signal you to slightly shift your positioning if necessary until we have a clear view of you through the camera lens. We do everything short of crawling on our hands and knees to get your attention to accomplish this but we can't be disruptive during your ceremony. Consequently, we depend on you as well as the members of your wedding party to work with us. We cannot move and disrupt your ceremony at this point.
- 4a. **GROOMS:** We realize you need to meet your bride in the aisle; however, it is very important that our camera view of her is clear. We may need you to walk around us. If you are standing in front of us in the aisle we cannot capture your beautiful bride walking down the aisle. If you are standing on our right side, you will be able to see your bride and that memory will be preserved forever in its entirety on your video.
5. **BE CAREFUL OF WHAT YOU SAY:** GROOMS - We will put a wireless microphone on you 15 minutes prior to the ceremony. Please be aware that from the moment the Wedding Ceremony begins, whatever you say will be recorded on video. Nothing prior to the ceremony will be captured by the remote microphone. Feel free to say all the beautiful things you naturally would say to your bride during the ceremony. Also, please try not to hit, rub or bang the microphone on your lapel. Should the microphone fall off, be moved, or covered up by the boutonniere, please notify one of our staff **immediately** to re-adjust or replace the microphone.
6. **15 MINUTES OF YOUR TIME:** There will be only a few times when we will ask you to pose **especially for us**. At these times, we are doing special effects and have only a few minutes to get the right pose. We would really appreciate your cooperation during this time.

7. **INTERVIEWS:** We are more than happy to do *interviews* with your guests (words of congratulations, anecdotes, etc.) any inappropriate messages or actions by your guests will be edited out of your finished video. To ensure no one is left out, a written list of guests will be interviewed and someone to accompany us to point these people out would be greatly appreciated. Normally, we do interviews during the cocktail hour or while salads are being served as this is usually the "quite time of your reception. It is our experience that any time after the dinner hour usually gets too loud for your guests to be heard well, even with the remote microphone.

8. **PROVIDING A MEAL FOR THE VIDEOGRAPHER & ASSISTANT:** A courtesy meal for your videographer and assistant is expected. If a meal is not going to be provided, then the videographer will leave your reception for ½ hour at his/her discretion and will not be held responsible for anything that may be missed in that ½ hour. (Please let us now if the latter is the case so we can plan ahead.) Additionally, h'orduerves usually does not constitute a meal.

9. **OVERTIME:** While it is certainly not our intention to interrupt you at your wedding, please be advised that your videographer will approach you ½ hour prior to his/her expected completion time if it looks like you will require overtime, If any of your major events are not done by the time we are scheduled to leave and you have not made yourself available to let us know whether or not you want to go into overtime, we will assume that you want us to leave.

If you would like us to go into overtime, rates are as *contracted* per hour and you will be asked to sign an overtime form at that time. You may choose to go overtime by only ½ hour but anything over that ½ hour will be considered a full hour of overtime. **OVERTIME MUST BE PAID THAT NIGHT.**

10. **FINAL PAYMENT: PAYMENT IN FULL** is due **BEFORE** your wedding date.

We are aware that you have many other things on your mind during your wedding day. Our main goal is to create the best possible memory for you. To do this, it is important that you give us your cooperation throughout the day.

Together we will create memories you will be able to enjoy for a lifetime. We are looking forward to sharing your most special day with you. Please don't hesitate to call us if you have any questions.

Please sign your name below indicating that you have read and agree with these instructions and return the signed copy with your contract. You can keep one copy for yourself.

Signature: _____ Date: _____

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