

SIGHT & SOUND EVENTS VIDEO INFORMATION SHEET

www.sightsound.com

Client's name _____ Home phone _____ Work phone _____

Date of Video _____ Ceremony time (if applicable) _____ Indoor _____ Outdoor _____

Name & address of ceremony location _____

Name, date & place of rehearsal (if applicable) _____

Name of coordinator _____ Phone number at wedding site _____

(AFTER YOU HAVE OBTAINED APPROVAL OF SITE COORDINATION, PLEASE ANSWER BELOW)

Authorized position of camera #1 _____

(Example: on groom's side of altar. Please be sure that selected position will not be blocked by any individual, or if a wedding, by your attendants at any part of ceremony)

(If applicable) Authorized position of camera #2 _____

(If 2nd. camera has been ordered and contracted from Sight & Sound)

Is your ceremony site somewhat dark? Moderately lighted? Bright? Or Outdoors? _____

If a wedding, do you wish to include dressing room coverage? Yes _____ No _____

Will your minister be using his own mike, or PA systems? Yes _____ No _____

What time(s) will photographer take formal photos at ceremony site? _____

After ceremony, will you have a receiving line at the ceremony site? Yes _____ No _____

Are you going anywhere special to take photos? Yes ____ No ____ If so, where? _____

(If you wish this taped, please call for pricing, and specify location. Additional fee may apply)

Name of RECEPTION site _____ Date _____ Time _____

Address of reception site _____ Phone _____

Contact person at reception site _____ Number of guests _____

Will there be any kind of stage or spot lighting used? Yes _____ No _____

(THIS TYPE OF LIGHTING MAY CAUSE OVEREXPOSURE OF VIDEO)

Will you arrange maximum possible lighting during reception? Yes _____ No _____

(THIS IS CRITICAL TO PROPER. COLOR AND CLARITY)

HOW DID YOU HEAR ABOUT US? (Please circle one or more) Bridebook.com, Premiere Bride, Bridal Spectacular, NACE, ABC, WIC, ISES, Repeat Client. Referred by _____

Other _____

Time shall be provided for the videographer(s) to eat, either on site or off site. When food is provided by the client, the videographer(s) will eat on site at the time of food service and remain on duty. If no food is provided, the videographer(s) may choose to eat off site. Will food be provided for the videographer(s)?

Yes _____ No _____

SIGHT & SOUND VIDEO PRODUCTIONS ALSO OFFERS OUTSTANDING DJ ENTERTAINMENT IN A VARIETY OF PACKAGES. PLEASE INQUIRE IF YOU NEED MUSIC FOR YOUR EVENT!