

RLV Productions, LLC Production Agreement

Client

Name _____

Phones home _____ work _____

fax _____ e-mail _____

Address _____

Future Address _____

Event

Date _____ Time _____ Type of Event _____

Event Location(s) _____

Services: Video Coverage _____

\$ _____ For _____

\$ _____ For _____

\$ _____ For _____

\$ _____ For _____

\$ _____ For _____ Additional DVD-R's

\$ _____ Sub Total

\$ _____ **Total**

\$ **250.00** Retainer (non refundable reservation fee)

We can set up a payment plan for the remaining amount. Must be paid in full prior to event. Contact us for details.

Agreement continues on the other side of this page. By signing this, you agree to the terms on the back.

CLIENT _____ DATE _____

STUDIO _____ DATE _____

Please sign this agreement and return it to me with the retainer. I will sign it and send you a copy and confirmation.

THE STUDIO Refers to (RLV Productions, LLC in Pittsburg, Kansas) , its lessees, contractors or sub-contractors, employees, agents or servants. Please read both sides, because the terms on each side are part of this contract. If any portion of this agreement should be determined to be invalid, or unenforceable for any reason, it is agreed that the invalidity of such portion shall not affect the validity of the remaining portions of this agreement. By signing, Client certifies that they have read and agree with both sides of this contract and agree to the terms, limitations and conditions within.

AGREEMENT: A firm and binding agreement exists between Studio and Client only after agreement has been properly executed and all fees paid prior to the event. A retainer must be paid at the time of booking with the balance due and payable prior to the event date. This initial retainer is made to secure the exact date for the Studio services. It is the Client's guarantee that the Studio will not book someone else in Client's time slot. The retainer is non-refundable. Should Client not pay the balance due prior to Client's event date, Client's retainer will be forfeited and the Studio will be under no further obligation to Client. If the event date is changed to a new date within one year and the Studio is available on the new date, the Studio will shoot on the new date and apply the retainer to the new date. A new contract must be written for the new date and client will be charged a \$250 rescheduling fee. If the Studio is not available or if the event is canceled, the Studio will refund Client's money less the non-refundable retainer and rescheduling fee and the Client must notify Studio immediately in writing. This agreement supersedes and replaces any previous document, correspondence, conversation or other written and/or oral understanding. Any controversy or claim arising out of or relating to this agreement, or breach thereof, shall be settled by arbitration and judgment upon the award by the arbitrator(s) may be entered in any court having jurisdiction thereof. The parties waive trial by jury, to the extent permitted by law, and expressly agree to mediation in any action or proceedings brought by either party against the other, or any matter connected with this agreement.

DISPLAY RIGHTS: It is understood that the Studio reserves all rights to exclusive use of the videotape, reproduction and display, and you are acting as agents for all guests and grant the Studio rights for display use of videotapes produced under this agreement. All work produced under Studio is copyrighted and fully protected by Federal Copyright Law. The client is granted a license to use the videotape only for private home uses. Any other permission for the client to use the videotape and/or its images must be granted in writing by the studio. Client agrees to provide general notice to all guests and service providers that the event will be videotaped. With this notice, and by virtue of their attendance, all guests and service providers acknowledge and give permission for the use of their images, voices and likenesses by the studio.

PRODUCTION & EDITORIAL CONTROL: The Studio is the exclusive official videographer retained by Client to cover event. Studio is granted full production and editorial control by Client regarding all aspects of the production and post-production services for this event. If another person or entity videotapes any portion of the event, the Client will be charged an additional \$100 per hour for each videographer present not associated with Studio. This **does not** apply to friends and relatives not interfering with studio. In the case a particular segment of the event is either not recorded, partially recorded, or not a part of the edited master tape, it is at the sole discretion of the Studio and producer of the video recording. If something occurred at the wedding that Client does not want to appear on the videotape, Client must instruct Studio before editing begins. Any editing changes must be made within one week of delivery of videotapes. After one week from delivery, Studio is not liable for any requested changes. Editing errors made by Studio are corrected at no charge (i.e spelling, technical errors). Changes that are not the result of errors by the studio will be made at the current rate per hour for editing labor and duplication fees. Allow an additional 10-12 weeks for reedits. The Studio reserves the exclusive right to edit all videotape. Client is granted only a license to use production for private nonprofit uses, unless other permission is granted in writing by the Studio. Original tapes are not available to Client and are owned by the Studio and maintained for six months.

RIGHTS: Studio warrants that the Client has retained the legal rights to anything the Studio will videotape including photos, audio, music and any other elements used in Client's videotape. Client agrees to indemnify and hold the Studio harmless for any loss, damage, or liability for infringement of any rights arising from the use of tapes. Client assumes all responsibility for obtaining any necessary permission, clearance permits, access to, hook up fees and admission which may be required to videotape event. The video is for private home use only, and the Client assumes full responsibility and liability for any public performance or display of the video.

LIABILITY AND GUARANTEES: The Studio takes the utmost care in producing Client's videotape. In the unlikely event that a problem arises and the Studio is unable to provide any videotape, all monies paid will be refunded. The Studio liability is limited to refund of money paid. The Studio is not responsible for loss of video or audio quality due to restrictions at event locations. The Studio does not guarantee any particular shot, effect, interview or special request. If a specific videographer has personally committed to being the primary event videographer and in the very unlikely event that an emergency arises (extreme sickness for example) and is unable to perform the services, the Client will be notified immediately and all money paid will be refunded to the Client. If this were to occur, every effort possible will be made by the Studio to recommend and secure another quality videographer for the Client. This is the extent of the Studios liability. Studio has full business liability and workers compensation insurance. Your Primary videographer is Raymond Vail, Jr. If primary is not available, Secondary Videographer will be Tracie G. Vail.

DVD-R's: The disc you receive is 100% DVD-R compliant and is guaranteed to play on all DVD-R compliant players.

FOOD: If video coverage is greater than 5 hours, Client will provide a vendor's meal to the videographers when guests are served.

WORKING CONDITIONS: Client must provide a safe working environment and is responsible for any damage to equipment done by guests. Shelter must be provided from rain, extreme temperatures and humidity, in these conditions video may be limited.

OVERTIME AND OTHER CHARGES: Overtime will be billed in One hour increments at the current rate of \$100.00 per hour, until such time as the Client has departed, informs Studio to discontinue, or prearranged to end coverage.

PARKING FEES: Parking fees (valet or self parking), for each videographers car will be charged to the Client.

PRODUCTION MATERIAL: Including: Invitation, Program, Music, Directions and Planning Guide are due two weeks before event date. Production material delivered to Studio after event will not be included in video production.

DELIVERY OF VIDEO/DVD-R Will be approximately 4 to 6 months after event and all pre production material is received by Studio. The completion time is only an approximate length of time and any longer periods necessary for completion will not void this contract. The Studio cannot accept responsibility for material lost or damaged in transit.



RLV Productions, LLC

2720 N. Michigan Pittsburg, Kansas 66762-2742
(620) 719-6167 - (620) 719-6168
rvail@rlvproductions.com, tvail@rlvproductions.com
www.rlvproductions.com



Contact Information Sheet for Brides/Clients

Contact Date & Time: _____

Wedding Date: _____

How did you hear about me? _____

Ceremony Time & Location: _____

Reception Time & Location: _____

Package Considering: _____

Add-Ons: _____

Payment Options: Credit Card Cash Check Paypal Other

Bride Information:

Name: _____

Address: _____

City, State, Zip: _____

Phone Numbers: Home _____ Work _____ Cell _____

Email: _____

Wedding Colors: _____

Groom Information:

Name: _____

Address: _____

City, State, Zip: _____

Phone Numbers: Home _____ Work _____ Cell _____

Email: _____

Ceremony Information:

Name: _____

Address: _____

City, State, Zip: _____

Time Starting: _____ Time Finishing: _____

Type of service, religion: _____

Officiant's Name _____ Phone: _____

Phone Numbers: _____

Email: _____

Photo Session & Cocktails, time & locations: _____

Reception Information:

Name: _____

Address: _____

City, State, Zip: _____

Time Starting: _____ Time Finishing: _____

Dinner: Y N Dance: Y N



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Reception Information (Continued)

Phone Numbers: _____

Email: _____

Notes

Other Contact Information

Parents of Bride: _____ Phone: _____

Parents of Groom: _____ Phone: _____

Since it will help me to know the team of vendors you are working with and I can assist you in referring vendors, I would like to know who you've selected as your other vendors. If you have any of the following information, I'd appreciate it.

Wedding Coordinator _____

Phone Numbers: _____

Full Service: _____ Day-Of _____ On Site _____

Photographer: _____ Phone: _____ Email: _____

DJ/Band: _____ Phone: _____ Email: _____

Musicians: _____ Phone: _____ Email: _____

Soloist: _____ Phone: _____ Email: _____

Caterer: _____ Phone: _____ Email: _____

Florist: _____ Phone: _____ Email: _____

Cake: _____ Phone: _____ Email: _____

Limo or Transportation: _____ Phone: _____ Email: _____

Decorator, Designer: _____ Phone: _____ Email: _____

Hair: _____ Phone: _____ Email: _____

Makeup Artist: _____ Phone: _____ Email: _____

Wedding Dress (Store): _____ Phone: _____ Email: _____

Any other vendors: _____

Wedding Services Agreement Required. \$250.00 Retainer Required

Additional Notes or details: _____



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Checklist:

(KEEP THIS PAGE UNTIL YOU ARE READY TO RETURN THIS TO US WITH THE NECESSARY ITEMS)

This is the bare minimum on what we need to put your wedding video together, other items listed in the contract are optional. We would like to receive these items before the day of the wedding if at all possible. If not, please bring these to the day of the wedding and we will return these when the wedding DVD is ready to be distributed.

Minimum Items we need:

- INVITATION**
- ENGAGEMENT PHOTO**
- FINAL COUNT ON HOW MANY DVDS TO PRODUCE.**

Optional items as stated in the contract:

- PHOTOS OF BRIDE AND GROOM GROWING UP AND PICS OF THE COUPLES TOGETHER**
- WEDDING PROGRAM (IF AVAILABLE, IF NOT, PLEASE PROVIDE A LIST OF THE ENTIRE WEDDING PARTY)**
-
- MUSIC FOR THE WEDDING DVD (If Applicable)**
- OTHER MEMORABILIA YOU WOULD LIKE TO SUPPLY FOR THE DVD (We will use as much of this as we can but may not use all of them)**