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Thank you for choosing Big Day for your source of video services. We recognize that every wedding day is unique and we want to capture yours perfectly. The attached forms are designed to prompt you for all the information we will need to ensure the video of your big day will meet your expectations.

These forms should be completed and returned **no later than FOUR WEEKS prior to your event**. Remember to keep a copy for yourself. Your forms will be given to your videographer who will contact you by phone the week of the wedding to discuss details.

IMPORTANT! If you do not return these forms in a timely manner, Big Day cannot be responsible for capturing your wedding day in accordance with your preferences.

Approximately four to six weeks after your wedding day you will be notified that your unedited DVD is ready. You can pick it up or arrange for shipping at that time.

If you purchased an Edited Package, enclosed with the unedited DVD will be a form that you are to complete with comments regarding the editing process and any footage to include or exclude from your edited DVD. Please view the unedited footage and complete the forms. Return the forms to us and keep the unedited DVD.

The editing process will begin once we receive the edit forms. You can expect to receive the final edited DVD in approximately twelve to sixteen weeks after submitting the edit forms.

Once again, thank you for choosing Big Day Video. Please do not hesitate to call with any questions or concerns that you may have regarding your video package.

Best Wishes!

Big Day Photography and Video

*****Important Suggestion for your pre-ceremony Videography*****

Your Videographer would like to videotape your arrival at the church or ceremony location. Arriving early will ensure a sufficient amount of time to capture pre-ceremony footage of you with your bridal party and parents.

We recommend the Bride arrive at least 30 minutes prior to the ceremony. The Groom should arrive at least 45 minutes prior to the ceremony.

Event Information

Name of Bride (first and maiden) _____
Name of Groom (first and last) _____
Name on contract (if other than bride or groom) _____
Wedding Date _____
Ceremony Start Time _____ Location _____
Ceremony Address _____
Ceremony Phone Number _____
Reception Start Time _____ Location _____
Reception Address _____
Reception Phone Number _____
Approximate number of guests attending the wedding _____
Number of Parents attending _____ Number of Grandparents attending _____
Number of People in Wedding Party (including the bride and groom) _____

Wedding Time Line

If you are not sure of this information it can be finalized during your phone call with your videographer the week of the wedding.

What time will the Bride arrive? _____ At what door? _____
Type of transportation _____ Will Bride be dressed in gown? Y/N
What time will the Groom arrive? _____ At what door? _____
Type of transportation _____
Will there be a room for the Bridal Party to freshen up prior to the ceremony? Y/N
If so, where? _____ Arrival time? _____
Will photos be taken prior to the ceremony at the church? Y/N
Location of pre ceremony photos _____
Will there be music prior to the ceremony? Y/N Do you want it captured on video? Y/N
Will there be a friend/family member singing or playing an instrument that you would like on video? Y/N If so, please include details below and discuss with your videographer (who, what, where and when this will occur).

This is important for the positioning of the video camera(s). If you are not sure please discuss with your videographer.

During the ceremony, please describe which direction the Bride/Groom and Bridal Party will be facing. _____

Type of ceremony? (Catholic, Protestant, etc.) _____

Officiant? _____

Full Mass (Y/N) Approximate length of ceremony? _____

Do you and your fiance want pre-ceremony interviews? (Y/N)

Ceremony Highlights

Parents lighting Unity Candle (Y/N) If so, lighting together or separately? _____

Roses to Blessed Mother (Y/N)

Signs of Peace/Roses to Mothers (Y/N)

Communion (Y/N)

Vows (Y/N)

Reading (Y/N)

Balloon or dove release etc. after the ceremony (Y/N) _____

Will there be a receiving line after the ceremony at the church? (Y/N) at reception (Y/N)

Photos at church following the ceremony (Y/N) Location of photos _____

Remote location of photos prior to reception (with 2 camera package only) _____

Type of transportation for Bride and Groom to the reception _____

Reception

Will there be a cocktail hour (Y/N) Time _____

What time will Bridal Party and Parents be announced into reception room? _____

Sit-down dinner or buffet time? _____

Please discuss meal arrangements with the videographer for dinner

Anything special or unique to be videotaped? _____

Guest Interviews

Will you want the MC to make a general announcement to all guests to be interviewed or just invite selected groups or individuals?

General Announcement _____ to any interested guests(Y/N) _____

Selected Individuals _____

Parents _____

Grandparents _____

Bridal Party _____

Other _____

NO GUEST INTERVIEWS _____

Your videographer will contact you the week of the wedding to discuss the details of your wedding day. Please indicate the best time to call and any numbers where you can be reached.

Best time: _____

Best phone number: _____

Alternate phone number: _____

Please indicate the best way to reach you after the wedding:

Phone number: _____

Email address: _____

Address after the
wedding: _____

Please note: Unedited DVDs are ready approximately 4-6 weeks after the wedding
Edited DVDs are ready approximately 12-16 weeks after receiving the edit forms.

**PLEASE PAY THE BALANCE ON YOUR CONTRACT TO YOUR
VIDEOGRAPHER. DO NOT MAKE YOUR FINAL PAYMENT TO BIG DAY.**

**PLEASE DISCUSS PAYMENT DETAILS DURING YOUR PHONE
CONSULTATION: WHO SHOULD VIDEOGRAPHER SEE FOR PAYMENT.**

Any additional information you feel your videographer should have regarding your wedding day please include below.