

# Contract for Video Services

## Parties

This is a contract between:

*Shoemaker Village videography* (represented by Stephen Sokolowski)  
3178 Carnegie Drive  
State College, PA 16803-1154  
(hereafter referred to as "*Shoemaker Village*")

and

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(hereafter referred to as *the "client"*).

## Contract options

Shoemaker Village offers three options for video services, referred to in this contract as the "Standard," "Dexlue HD," and "Dream" packages. The client will select an option by writing its name on the indicated line at the bottom of the contract, along with his or her initials. Descriptions of the options are included throughout the contract.

## Schedule and obligations

Shoemaker Village has been contracted to perform videography for the \_\_\_\_\_ event on \_\_\_\_\_, 20\_\_\_. The event will begin at \_\_\_\_\_ and will conclude at \_\_\_\_\_. Representatives from Shoemaker Village will arrive 1-1 ½ hours prior to the event to set up equipment, to obtain establishing shots, and to ensure that all cameras and microphones are in working order. The location of the event is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The client is responsible for conveying to Shoemaker Village, either prior to or during the event, which activities and locations are to be covered. While Shoemaker Village will make its best effort to cover as much as possible, events are often hectic with many simultaneous activities, and Shoemaker Village is not responsible for missed footage that the client did not specifically request in advance.

## **Contract options**

There are three options available:

### **Standard package - \$1195**

- Includes fully edited standard-definition video at 720x480 resolution, with 2 DVD copies including chapters and menus
- One videographer with one camera
- Raw standard-definition video viewable on a computer will be offered on 6-8 additional discs
- Edited video will be between 60 and 120 minutes in length, depending on client's requests and on number of activities at the event
- Guaranteed delivery within 3 months

### **Deluxe HD package - \$1795**

- Everything included in "standard" package
- 2 videographers with 2 cameras (instead of 1 videographer with 1 camera)
- Raw high-definition video from both cameras, viewable on a computer, will be offered on 12-16 additional discs (instead of one camera on 6-8 discs)
- Wireless surround sound microphone for better pickup of sound and for higher-quality mastering
- Audio mastered in 5.1 surround sound (backwards compatible with older stereo TVs), video at 1920x1080p (or 720p, if customer requests)
- 2 high-definition Blu-ray copies in addition to the two DVDs
- Future-proof, highest resolution possible on currently available TV sets

### **Dream package - \$2495 - uniquely provided by Shoemaker Village**

- Everything included in "Deluxe HD" and "standard" packages
- **10-minute slideshow** presentation consisting of interviews of the bride and groom along with up to 100 pictures and/or 10 minutes of video from the couple's childhood and during the dating and engagement period
- Alternatively, for bar mitzvahs and corporate events, video of prior years or workers in action and photographs included in slideshow
- **Presentation will be shown live** at reception to guests in attendance
- Presentation included on DVDs and Blu-rays
- Additional sound recorder to capture audio directly from event sound system - will improve audio quality significantly during the dance portions
- 3 staff members present - 2 videographers with 2 cameras, and 1 sound technician who will also coordinate logistics for the most guest interviews onsite, present the slideshow, and direct filming for best shots
- All raw video, including slideshow master clips, provided on 16-20 DVD discs in HD
- **Video and slideshow hosted online** for one year after completion at no charge; site address provided for family and friends to view

## **Additional copies**

Additional copies are available at the following prices, and may be ordered any time before one year after the event date.

- Extra DVD copies (after first two included with packages): \$5/disc
- Extra Blu-ray copies (after first two included with packages): \$10/disc

## **Music**

Some parts of the edited video require music for creative effect. The client may select music of his or her liking to be included in these parts. However, any such music must be delivered to Shoemaker Village at the time of the event. Acceptable formats include CDs or digital formats such as MP3. Digital files may be E-Mailed to [video@shoemakervillage.org](mailto:video@shoemakervillage.org). If CDs are provided, they will be returned along with the finished product in the final shipment.

The client may not request that any representatives of Shoemaker Village download songs from the Internet, although the client may purchase songs from a service such as iTunes and deliver them to Shoemaker Village for inclusion if he or she chooses.

If the client does not express a musical preference, Shoemaker Village will select music that it owns and that its editors deem appropriate to the atmosphere of the event and to the style of the video.

## **Delivery**

The final video will be shipped within three months after payment is received. Shoemaker Village will retain copies of the video in raw format (and online, if the "Deluxe HD" package is purchased) until one year after discs are mailed, and the client may request additional sets until this date. After that date, the client's copy may not be available. It is recommended that the client store copies in different locations, such as a relative's house, as backup in case of a fire or other disaster.

## **Payment and cancellation**

- 1/3 of the total price is required in order to reserve the date.
- This contract is not binding until the 1/3 advance fee is paid.
- The remaining 2/3 must be paid as soon as possible at or after the event.
- Editing will not begin until 100% payment is received.
- The initial 1/3 deposit is nonrefundable if the client cancels the event.
- Should an extreme unforeseen circumstance cause Shoemaker Village to miss the event, the 1/3 deposit will be refunded in full to the client.

**Other terms**

- Shoemaker Village may utilize the video(s) for promotional or demonstration purposes at any time after its creation. Such promotion may include posting all or part of the video on the Internet for viewing by prospective customers.
  - The client may request a certain style of effects at the time of the event, but if (s)he does not, the artistic style of the video is at the discretion of editors employed by Shoemaker Village.
  - The client must notify Shoemaker Village of any technical problems with the videos (such as unreadable/scratched disks, missing discs, etc.) within 14 days of receipt or Shoemaker Village will be deemed to have satisfied its editing and delivery obligations.
  - Shoemaker Village is not responsible for decreased video quality caused by access restrictions in the venue.
  - Shoemaker Village’s total liability for any reason is limited to the amount of money paid by the client for this contract.
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**Select options and initial here:**

Date agreed: \_\_\_\_\_, 20\_\_\_\_

Option selected: \_\_\_\_\_ (Standard, Super, or Deluxe HD)

Initials: \_\_\_\_\_

Additional discs requested (after first two):

DVD: \_\_\_\_\_ (enter 0 if none)

Blu-ray: \_\_\_\_\_ (enter 0 if none)

Initials: \_\_\_\_\_

**Sign here:**

\_\_\_\_\_  
Client’s signature

\_\_\_\_\_  
Shoemaker Village representative