



**MATTHEW  
TAYLOR  
MEDIA**

## **Wedding Service Form**

Matthew Taylor is a professional wedding photographer/videographer & FAA licensed drone pilot  
All crew members of Matthew Taylor Media are professional photographers and/or videographers

### **What to Expect:**

Full frame Canon R6 camera coverage (2 camera coverage for ceremony & reception).

Monopod, tripod and/ or gimbal stabilizer used for all video cameras.

2 HD audio sources for wedding video ceremony & reception. Groom and Officiant + backup source (PA mixer)

All videos use large soundtrack catalogs from artist.io (no copyrighted music allowed)

Online link to wedding film for client approval (allowed 2 revisions before \$50 hourly rate)

Online download to wedding films available for download upon approval. USB drive copy is available.

### **Bride's Name:**

Email:

Phone Number:

### **Groom's Name:**

Email:

Phone Number:

### **Additional Contacts:**

### **Wedding Ceremony Time & Location:**

### **Wedding Party Size:**

### **Videographer Arrival Time & Location:**

### **Reception Timeline & Location:**

### **Additional Information:**



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WEDDING PACKAGES	ESSENTIAL \$2,000	BEST BET \$2,500	JUST RIGHT \$3,000	WORTH IT \$4,500
Hourly add-ons available	5 Hours	6 hours	7 hours	8 hours
Photographer or Videographer	X	X		
Photographer or Videographer w/ assistant			X	
1 Photographer + 1 Videographer w/ assistant				X
Getting Ready (final touches)	X	X	X	X
First Looks Letter Reading	X	X	X	X
Ceremony & Reception (Full Coverage)	X	X	X	X
B-roll of ceremony, reception, guests, venues	X	X	X	X
Aerial/drone photo / video of newlyweds, wedding party & venue		X	X	X
Coverage of newlyweds wedding party, guests & venue	X	X	X	X
Grand entrance, speeches, first dances, cake cutting	X	X	X	X
Wedding Reel (1 minute) *add-ons available	X	X	X	X
Documentary Film or Photos of ceremony + reception + highlights	X	X	X	X

## **Travel Fees & Payment**

Driving fees and lodging for weddings over 100 miles from starting point to venue may be an additional expense. A signed wedding videography agreement and 50% deposit + travel fees are required to book your wedding. The remaining 50% is due 2 weeks before the wedding date.

# **Wedding Film Agreement**

**Agreement/Jurisdiction:** The person(s) whose signature(s) appear on this contract, known as "Client", agree that Matthew Taylor known as "Videographer", shall provide services to shoot their wedding and related events to the best of their abilities, in the manner described in this document. This is a binding contract which incorporates the entire understanding of the parties, and any modifications must be in writing, signed by both parties, and physically attached to the original agreement.

**Retainer and Payment:** Client shall reserve the time and date of services by signing and returning this contract along with a non-refundable, non-transferable reservation retainer equal to 60% of the total wedding video fee. No date is reserved until the contract and retainer are received. The balance due for the Videographer services must be paid in full on the event date.

**Cancellation:** If for any reason Client cancels this contract before the wedding date, Videographer will keep the retainer. Cancellation must be made in writing, signed by the contracted party, and sent via Certified Mail by the United States Post Office. If Client fails to supply written cancellation as specified before the wedding date or cancels within 30 days of the wedding date, Client shall be required to pay the full balance due.

**Reschedule:** In the event that Client reschedules the wedding and Videographer is able to rebook the original wedding date, Client will receive credit for all monies already paid. A new contract may be required. The new package price will reflect pricing in effect when the date change occurs. In the event that Client reschedules the wedding and Videographer is not able to rebook the original wedding date, Client forfeits the retainer but will receive a credit for all other monies paid. Credit may be applied to wedding coverage within one year of original date provided that Videographer is available.

**Liability:** If Videographer is unable to perform any or all of the duties herein for any reason, including but not limited to, fire, transportation problems, acts of God, accident, illness, or technical problems, and if he cannot provide another competent professional, all money received by Videographer, minus expenses, will be returned to Client, and Videographer shall have no further liability with respect to this agreement. This limitation of liability also applies to any loss/damage of video or failure to deliver video for any reason. Liability for a partial loss of video shall be pro-rated based on the percentage of total. The sole remedy for any actions or claims shall be limited to a refund whose total amount cannot exceed the total monies paid by Client under this Agreement during the time preceding the date on which such liability arises.

**Responsibilities:** Unless agreed upon in advance, Matthew Taylor shall be the exclusive Videographer retained for the event. Vendors, other videographers or photographers must not obstruct or interfere with the official Videographer. Wedding guests may take photos, but it is the Client's responsibility to prevent family and friends from interfering with Videographer's duties. Videographer is not responsible for compromised coverage due to causes beyond his control such as other people's camera or flash, the lateness of the bride, groom, family members and bridal party members or other principles, weather conditions, schedule complications, rendering of decorations, or restrictions of the venues or officiate. Videographer is not responsible for existing backgrounds or lighting conditions which may negatively impact or restrict the Videography coverage. Client agrees to confirm the schedule one-week prior to the event and to send the Videographer a copy of the invitation prior to the wedding. Notification of any changes in schedule or location must be made in a timely manner. Changes can be made by phone with a follow-up email for documentation.

**Coverage:** Videographer will provide coverage for the dates, locations and hours specified in this Agreement. Additional travel or coverage hours may be added by agreement on the wedding day and must be paid in full before leaving the event. Any lists supplied will be used for organizational purposes only.

**Wedding Package:**

**Coverage Price:**

**1st Payment (50%) - today:**

**2nd Payment (50%) - 2 weeks before wedding:**

**Payable to:** Matthew Taylor - 7583 Woodside Drive Hudsonville, Michigan 49426

**Paypal and Venmo:** matttexp

**Phone:** (616) 885 0078

**Email:** hello@matthewtaylormedia.com

I have read, understand and agree to the itinerary of this Agreement. Each person signing as Client below shall be fully responsible for ensuring that full payment is made pursuant to the terms of this Agreement.

Videographer:

Date:

Client:

Date:

Client:

Date: