

Joe Dolphin Video Productions :: Weddings Booking Form

How to use this form

- Please fill in all the relevant fields
- Please sign section 4 and return completed form by post or Fax to:

Joe Dolphin Video Productions
Knockgorm,
Midleton,
Co. Cork
Tel. 021: 4652663
Mobile 087:2461888
Fax; 021-4652151

I enclose my standard questionnaire for you to complete and have ready with the photographs during the week before the wedding.
I have also enclosed an information sheet "Choosing your wedding photographs" to help you when you are selecting the photographs for the beginning of the Video.

Should you have any questions please telephone me at a reasonable time.

Wedding Video Questionnaire

Please complete this questionnaire and return it to me no earlier than 4 weeks before the wedding. The following details are required for Video titles. Please write the names (including surnames) as you wish them to appear

Section 1 Wedding Booking Form

Wedding Date: _____ Time: _____
Bride's full name _____
Bridegroom's full name _____
Best Man _____
Groomsmen _____
Chief Bridesmaid _____
Bridesmaids _____
Bride's Escort _____
Church _____
Celebrant _____
Assisted By _____
Flower Girl's _____
Page Boy's _____
Readers _____
Gifts _____
Prayers of Faithful _____
Church Organist _____
Soloist _____
Reception _____
Entertainment - Band _____
Additional Information _____
Other Venues: _____

Address Bride is leaving from on wedding day: _____

Phone number at that address: _____

Type of service: EG Catholic Mass, Church of Ireland, Other _____

Have you permission from the Church/Priest/Minister for a wedding video?

Yes: _____

No : _____

I will need to have access to the church at least an hour before the ceremony in order to set up and test the camera equipment.

Will I have this time?

Yes: _____

No : _____

Is there another wedding or service in the church immediately before your wedding

Yes: _____

No : _____

If Yes what time does it start: _____

What time is it likely to finish: _____

We want the video to start at (please tick)

Grooms House. _____

Brides House _____

Church _____

And we want the video to finish After

Church Ceremony _____

Photographs _____

Wedding Speeches _____

First Dance _____

Tea Break _____

11 p.m. _____

Bride's & Groom's address after the wedding: _____

Phone number after the wedding: _____

Choosing your introduction photographs.

When choosing the photographs for the introduction of your wedding video please bear the following points in mind: I require about six photographs each of both the bride and the bridegroom. In addition, I also require three photographs of them both together.

When putting the photographs on the video I usually start with a baby photo of the bride, then the bridegroom, and alternate them (bride, groom, bride, groom, etc.). Please try to get the balance of the ages so that they are as near as possible age for age. It will look silly if the first 6 photos of the bride are all before she is 5 years old, and the groom's photos have reached teenager by the 6th

one. Try to spread the range of photographs as evenly as possible from a baby photo to the present day. Don't select photographs all around one age group. You may if you wish let me have one or two extra photos, but I don't guarantee to use them. Do not however send me a large amount of photos to select from, as I will only return them to you to select the ones you want. Depending on the music chosen for the introduction I may not use all the photographs supplied. If you have one you especially want to be included please let me know.

Number the photographs on the back, preferably in a corner. You may number the photos one of two ways: Put all the photos together in the order that you want them to appear Then number them on the back.

Or

Number the photographs of the bride from 1 to 6 and number the photographs of the bridegroom from A to F (Photographs of both together can be left without numbers, as I will usually select their order.).If you want to make a note about a photograph you can safely use a "post it note" on the face of the photo, as it can be easily removed without causing damage. Write on the "post it note" before sticking it to the photo otherwise the pen will leave marks. ("Post it notes" are available quite cheaply at all stationery shops) Do not cut photographs to remove any unwanted parts. Don't write on the front of the photograph. I don't particularly want to receive photos in frames or albums, but if you are having difficulty removing the photo you want, or if removing it may cause damage, then by all means send the frame/album. No responsibility can be accepted for damage to frames or albums whilst in my care. When photographs are being returned to you by post, the cost of postage will be charged if it is excessive due to the nature of the photographs/frames/albums.

The picture on a television is always landscape. (The width is greater than the height). If you send me upright photos, parts of the photograph will not appear on the screen. Slides can be used but there will be a charge for putting them onto video before they can be used. Cine films can be used. There is an extra charge according to the length of film supplied. In addition to the wedding video you will also receive a separate videotape of the Cine films. When writing on the backs of photographs take care that the ink doesn't stain the front of another. Fountain pens or felt tips are not usually suitable as the ink takes a long time to dry on the non-absorbent paper that photographs are printed on. Ballpoint pens are best, but don't press too hard. Once photographs have been put onto tape it may not be possible to make any alterations, such as changing a picture, or adding/subtracting one. Should it prove possible to do so, there will be an alteration charge to amend the master tape. It may not be possible to make alterations to finished copies, but if this can be done there will be an additional charge per tape.

Wedding Checklist

Bride
Groom
Time:
Date:
Church: "Venue1"
Reception: "Venue2"
Service
Catholic
Mass
C of E
Other
Registers
End of Service
After Vows
Other

Access to Church 1 hour before.

Music Chosen

Questionnaire Returned

Photographs

Payment of balance

Additional Notes:

Any extra copies required can be ordered before Wedding or afterwards on DVD Max 2 hrs at DVD Quality.

Have you obtained or will you obtain the necessary permission from the Church and it's Minister to have a recording made of your wedding?

It is important that permission is obtained from the Church ministers, organist, choir and any other musicians concerned for recording the marriage ceremony. Obtaining approval and payment of any fees in this respect are the client's responsibility.

Signed _____

Date _____

For and on behalf of Joe Dolphin Productions

Signed _____

Date _____

Hand written details of any extras requested