

# The Event Connection/R.C. Video & Photography

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## Video & Photo Confirmation Sheet

\*Please type or print legibly

Event Date: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_

Future Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

### *FAMILY INFORMATION*

\_\_\_\_\_ Parents: \_\_\_\_\_

\_\_\_\_\_ Parents: \_\_\_\_\_

Are any parents divorced/remarried? If so, are there any sensitive issues we need to be aware of?

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

\_\_\_\_\_ Immediate Family:      Number of Brothers      \_\_\_\_\_ Number of Sisters \_\_\_\_\_

Number of siblings that are married \_\_\_\_\_

Grandparents attending? YES NO Number \_\_\_\_\_

\_\_\_\_\_ Immediate Family:      Number of Brothers      \_\_\_\_\_ Number of Sisters \_\_\_\_\_

Number of siblings that are married \_\_\_\_\_

Grandparents attending? YES NO Number \_\_\_\_\_

Please provide the names of 2 Contact People, other than yourselves, within your family (1 from \_\_\_\_\_ side and 1 from \_\_\_\_\_ side) who are not your parents who we may speak with to gather relatives/friends for photos and video formals.

\_\_\_\_\_ Family Contact: \_\_\_\_\_

\_\_\_\_\_ Family Contact: \_\_\_\_\_

Name(s) & address(es) of location(s) where each of you will be dressing?

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

Tel# \_\_\_\_\_

Tel# \_\_\_\_\_

Cell# \_\_\_\_\_

Cell# \_\_\_\_\_

Start Time for Photography \_\_\_\_\_

Start Time for Videography \_\_\_\_\_

Start Time for Second Camera \_\_\_\_\_

Type of Photography Package: \_\_\_\_\_

Type of Videography Package: \_\_\_\_\_

***CEREMONY INFORMATION***

Name & Address of Ceremony Location \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the start and end times, and the number of hours you have contracted your limousine/transportation contractor.

From \_\_\_\_\_ To \_\_\_\_\_ Number of hours \_\_\_\_\_

Time of Ceremony \_\_\_\_\_

Number of Readers during Service \_\_\_\_\_ Will you be having a candle lighting ceremony? \_\_\_\_\_

Are you having a Receiving Line? \_\_\_\_\_

If so, will it be following the Ceremony or at the Reception? \_\_\_\_\_

***WEDDING PARTY INFORMATION***

Name(s) of Honor Attendants \_\_\_\_\_  
\_\_\_\_\_

Number of Wedding Party Attendants \_\_\_\_\_

Please list any additional members in Wedding Party (ie. Flower Girl, Ring Bearer, etc.):

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***RECEPTION INFORMATION***

Name & Address of Reception Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Reception Time \_\_\_\_\_

What time is your facility planning your introductions into the reception? \_\_\_\_\_

Will you be doing a formal First Dance?      YES      NO

If so, when? \_\_\_\_\_

Will you be doing a Wedding Party Dance?      YES      NO

Will you be having a formal or "low key" Cake Cutting? \_\_\_\_\_

Will you be doing a formal dance with parents?      YES      NO

If so, when? \_\_\_\_\_

**RECEPTION INFO (CONT.)**

Will entrée be provided for the Photographer/Videographer?      YES      NO

*\*\*If YES, please inform the function facility hosting your reception to serve their entrees on the same schedule as the Head Table.*

DJ/MC                      \_\_\_\_\_      Event Connection      or      \_\_\_\_\_      Other      \_\_\_\_\_

Photographer            \_\_\_\_\_      Event Connection      or      \_\_\_\_\_      Other      \_\_\_\_\_

Videographer            \_\_\_\_\_      Event Connection      or      \_\_\_\_\_      Other      \_\_\_\_\_

Please list any special requests/situations you would like for us to pay attention to:

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

**Important Notes:**

1.) *PLEASE ATTACHE DIRECTIONS FROM RANDOLPH TO THE FOLLOWING:*

- *Location(s) where each of you are dressing*
- *Ceremony Location*
- *Reception Location*

2.) *Please read and initial:*

*We agree that The Event Connection has been contracted to be the exclusive photographer at my function. No outside photography or videography is permitted during the formal photography session, so that we may maintain a professional flow in the amount of time allotted for pictures.*

\_\_\_\_\_

3.) *Do you desire Black and White Photography for your album? (Please note that there may be an additional charge for Black & White Photography.)*

YES

NO

Please list any specialty photographs (ie. Family, friends, guests from work, classmates, etc.)?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

*(Note: Any additional large group shots will require additional time beyond the normally allotted one hour for formal pictures.)*

- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_
- 15. \_\_\_\_\_

*Time Wedding Adjourns* \_\_\_\_\_

*Photographer finishes @* \_\_\_\_\_

*Overtime? YES NO # of Hours* \_\_\_\_\_

*Videographer finishes @* \_\_\_\_\_

*Overtime? YES NO # of Hours* \_\_\_\_\_

- *Overtime is available at an additional charge. Please inquire at final detail meeting.*
- *Please note that total balance is due 2 weeks before wedding date!*

\_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE: \_\_\_\_\_