

CTH VIDEO PRODUCTIONS
PLEASE READ/TERMS & CONDITIONS:

GENERAL

-CTH Video Productions reserves the right to cancel your wedding at anytime and for any reason with a full refund of any moneys paid to us.

-A 25% non refundable retainer is required to hold your date, and the balance is due on or before the dress rehearsal.

-Once you notify CTH Video Productions of your desire to book the wedding date you will have 2 weeks to return the booking agreement to us. Failure to do so with in that time will forfeit your date.

-Once we receive your retainer it is non refundable.

-Returned checks or payments will incur a \$50.00 fee.

-The only refunds given are if there is mechanical error on CTH Video's behalf, not including wireless microphone interference.

-CTH Video Productions reserves the right to change or add to these Terms & Conditions as we see fit.

-We do not shoot your production in HD. For an explanation of why we do not please visit our website.

-EACH PACKAGE INCLUDES 5 HOURS OF RECORDING TIME AND APPROXIMATELY 30+ HOURS OF EDITING TIME OR MORE. This is plenty of time to get the ceremony in its entirety, all the main events and some social dancing at the reception. If you add a Reveal Sequence your package will then include 7 hours of time. How much social dancing footage we get at the reception depends on how long it takes for the couple to arrive at the reception among other factors. The time we are with you is NOT in direct relation to the final length of your production. If you are not moving events along in a timely manner, you will have less footage then those who are more expedient with their time. You may be required to pay for overtime to capture the main events. You may purchase additional time for \$100.00 per hour.

-CANCELLATIONS: Only the person who booked the wedding and whose name appears on the booking agreement may notify us of a cancellation. If you cancel the wedding your retainer becomes forfeit. You may attempt to rebook the wedding at a different time and date, but CTH Video is under NO obligation to accept your future booking. If CTH Video does allow you to rebook the wedding, you are required to pay an additional retainer, unless CTH Video allows you to use the previous retainer for the new booking. This decision is at the discretion of CTH Video and we may choose not to allow you to do this.

-If you cancel the wedding with more then 180 days from the date you will not be required to pay any of the remaining balance. If you cancel the wedding with less then 180 days until the wedding date then you will be required to pay up to and not exceeding the remaining balance.

The schedule for cancellations after 180 days left until the wedding date is as follows:

- 150 to 180 days you will be required to pay 25% of the remaining balance.
- 120-150 days you will be required to pay 50% of the remaining balance.
- 120 days - 1 day before the wedding date YOU WILL BE REQUIRED TO PAY THE FULL BALANCE.

-Once you notify CTH Video of cancellation of the event to which the booking agreement is covered, the date and time booked becomes available for CTH Video to book again. Notification of cancellation is final the moment CTH Video receives it, via mail, phone call, e-mail or some other means. You may be required to pay CTH Video some or all of the balance as well as the forfeiture of your retainer.

-A proof DVD will be ready to view in approximately 90 days; final copies are generally ready 4-6 weeks after notification of any changes to be made. During Peak months proof times may be up to 120 days (June-October). Please do not call 1 week after your ceremony and inquire if it is complete. We edit weddings in the order we shoot them and we shoot 40+ weddings per year. You will receive your proof when it is complete. We also will not have a timeline placed on us about when you want your proof and/or final copies complete. You will receive everything in as a timely fashion as we can deliver it. If you would like to know how we are progressing with your editing after a few weeks, feel free to call.

- Once you receive your proof you must give us all corrections and or music you wish to add, at the same time and within the 3 WEEKS you have to view your proof. You will not receive another proof. If you require an additional proof and wish to make additional changes you will be assessed a \$75.00 per hour editing fee.

- The only changes you may make to the proof are the removal of events (dancing, people speaking, etc.), removal or changing of frills and changing of music. You may not have us move footage around, or change the order or transitions. There are no changes to Memories Videos. If you know ahead of time you do not want a certain specific editing technique performed on your wedding video production, you MUST notify us BEFORE the wedding date. Failure to do so forfeits your right to have any of these items changed after we make your proof DVD. It is YOUR responsibility to inform us of specific shots and or people or events you want us to pay attention to. We do not know your guests or family and can not read your mind, if you do not bring these things to our attention we can not be faulted if we do not capture them. This is of course provide the atmosphere is conducive to getting the requested shots at all. We are shooting live and have little or no control of most factors that occur during the production.

-You may have us change background music that we use to edit with, however you must have a SPECIFIC SONG you wish to change the music to.

-WE WILL NOT ADD FOOTAGE WE DID NOT SHOOT UNLESS A \$75.00 PER HOUR EDITING FEE IS PAID. THE MINIMUM HOURS IT WILL TAKE TO ADD ANY ADDITIONAL FOOTAGE IS 3 HOURS.

-Photos and music for montages MUST be received at least 1 month before the wedding. If photos and music are received after that time we cannot guarantee the montage will be ready before the wedding. We will correct or make minor changes to your montage ONCE after it is complete. The length the pictures stay on the screen is 5 seconds, which can not be changed. If you want additional changes or major changes after the one time we correct it, you will be subject to a \$75.00 per hour editing fee.

-You will have 3 WEEKS after you receive your proof to notify CTH Video Productions of any corrections you want made. If you do not notify CTH Video Productions within 3 weeks we will assume there are no corrections that need to be made and we will make your final copies and ship them to you. IF you desire any corrections after the 2 week period and we have already sent the copies to you, you will be assessed a \$75.00 per hour editing fee.

-Those booking CTH Video are responsible for providing music for montages and memories videos BEFORE THE WEDDING DATE.

-Prices include the initial meeting with you either at the church or another location, and 1 final meeting before the wedding day at the church if possible. We will meet additional times if necessary and at our discretion. WE DO NOT GUARANTEE WE WILL BE ABLE TO ATTEND THE REHEARSAL.

-We arrive at the church or ceremony location on the wedding day 1 HOUR before the ceremony begins to set up for the wedding and begin shooting 30 min. prior to start time (unless a Reveal Sequence is booked or other additional time). This means if your wedding begins at 6:00, you have our services from 5:30-10:30. If you add a Reveal Sequence to your package we will arrive at the church or ceremony location 2 ADDITIONAL HOURS before the ceremony begins to set up and begin shooting your photo session, and behind the scenes footage. Shooting of the photo session for the Reveal Sequence is entirely dependent on permission from the photographer. If photos and getting ready are completed or will be completed earlier than 2 hours before the ceremony you will not be able to receive a Reveal Sequence unless you book us to arrive at an earlier time.

OUTDOOR GUIDELINES:

-We will not take our equipment outside to shoot anything, for any reason if; it is raining or sprinkling or has been raining within the last one (1) hour prior to ceremony or reception start time. If you have an outdoor ceremony or reception you must have a "plan B" for either to be held in an indoor location no later than 1 hour after the original start time. Your package time will not be adjusted if this occurs. This includes any chance of rain or in-climate whether greater than 30%. If you refuse to move the event indoors at least an hour before the start time, we reserve the right to cancel your production. You will not be entitled to any refund if we show up and get ready to shoot, but cannot not due to weather conditions. You may decide to chance it, but because of the high value of our equipment and the time it takes to set up and prepare for the production, we may not be willing to take the chance.

-Even if your ceremony or reception is under a tent, it is up to our discretion as to whether or not we will shoot or continue to shoot the event. Our equipment is highly susceptible to weather conditions, especially condensation, and even one drop of water can destroy our cameras. If we can not begin shooting any portion of your production that is to take place outdoors you will not be give a refund for what you have paid. If we have to seek shelter during your ceremony or reception because it begins raining you will not be entitled to a refund for the incomplete production. Your time will NOT be adjusted due to delays cause by moving or postponing any part of the ceremony or reception.

-Depending on where the shooting for the any portion of your package takes place we reserve the right to not go outside to shoot if the humidity is such that going from inside to outside repeatedly will cause damage to our equipment or the tapes. If do decide to continue shooting any portion of your package outside you will not be entitled to a refund should your tapes become damaged due to weather conditions.

-It is up to CTH Video's discretion whether we will take our equipment outside if the temperature is below 40 degrees or above 90 degrees (this includes humidity adjusted temperatures with a heat index above 95 degrees). Problems with the equipment can occur if we do not follow these guidelines. If we agree and take our equipment outside if the temperature is below 40 degrees or above 90 degrees. you forfeit any right to a refund should the tapes become damaged in away way due to the temperature or condensation. This includes outdoor ceremonies and or receptions and reveal sequences.

-The Chance for wireless microphone interference is greatly increased when outdoors. We cannot be held responsible for signal interference which occurs during the ceremony.

MONTAGES

The standard montage comes with UP TO 60 PHOTOS and uses 3 SONGS.

-Inclusion of additional photos will cost \$1 per photo and go down the more photos you have.

+1-10 photos = \$1.00 ea.

+11-20 photos = \$0.90 ea.

+21-30 photos = \$0.80 ea.

+31 and above = \$0.70 ea.

-Your photos AND THE MUSIC YOU WANT US TO USE is due to us NO LATER THAN 1 MONTH PRIOR TO WHEN YOU NEED IT! Do give us your montage a week before your wedding and expect us to have it complete before your wedding.

-You MUST have the photos IN THE ORDER YOU WANT THEM when you deliver them to us. NO EXCEPTIONS!

-YOU MUST HAVE THE MUSIC YOU WANT US TO USE WHEN YOU DELIVER THE PHOTOS! NO EXCEPTIONS.

-We DO NOT DO ANY PHOTO RESTORATION. Creases, grain, red eye, photos that are too bright or too dark, etc. are NOT OUR RESPONSIBILITY TO FIX OR CORRECT.

-Photos WILL LOOK DIFFERENT on the television then they do in your hand. They will also look different on different televisions. There is NOTHING WE CAN DO ABOUT THIS. If you wish to provide us with digital copies of your photos you may do so as there is less chance of scanning irregularities.

-If your photo(s) have people's heads at the very top of the image, part of the head will be cut off. There is nothing we can do about this.

-The quality of the photo is not our responsibility, it is yours.

-You will receive a proof of the photo, which you can remove or make minor changes to the photos or music 1 TIME.

-Montages will not be on your wedding proof, but will be included on your final copy discs.

CEREMONY

-We do not videotape prelude music. Recording of the ceremony begins 5 minutes prior to the start of the

ceremony. If you wish to have an audio only recording of the prelude music one may be available, please inquire before the wedding date.

-Receiving lines are not included in packages. We will not shoot them.

-Once we give wireless microphones to whomever will be wearing them we are not responsible for any malfunction that maybe caused by the person wearing the mic's excessive movement, turning microphones off and forgetting to turn them back on, moving the microphone to a different location, in other words once we give you a microphone, don't touch it! Also we cannot be held responsible if there is interference caused by power lines or other wireless signals or anything else that may effect the signal we receive from transmitter to receiver. We check the signal before we give it to those who will wear the microphone. But we cannot do anything about the signal should interference occur during the ceremony.

- We have no control over the amount of echo that takes place at your church or ceremony location. Stone churches or churches that are not properly reinforced tend to echo from the speakers in the church. We do the best we can to minimize this echo, but the sound reinforcement properties of the church are out of our control. We also have no control whether your readers, singers, or priest use the microphone properly and cannot be held responsible if their misuse causes problems with your audio capture. This also applies to your reception toasts. We are recording the audio that is present in the location and not in control of how the audio is presented to us.

-If your wedding start time is delayed for any reason longer then 10 minutes CTH is not responsible if our stationary camera runs out of tape because of the delay.

-Cell phones may cause problems with recording audio at the ceremony or reception; it is your responsibility to ask your guests to turn their cell phone off.

-Camera placement at the church is ENTIRELY dependent on where we are allowed to set up and dictated by the rules of the church and/or your minister/preacher/priest. If we can not be in the optimal places due to restrictions this WILL AFFECT THE SHOTS WE GET DURING THE CEREMONY. PLEASE CHECK WITH YOUR CHURCH.

-When we edit we use the best camera shot available. You can not change the time a shot is shown or which shot is shown from what you receive in your proof.

-Your church's conditions can effect the outcome of the video. Echo, lighting, spongy or hollow flooring as well as movement by your guests can all effect the production and are all out of our control. We are not responsible if your production is effected by one or more of these factors. We do our best to minimize the effects, but can only do so much with the existing structure.

-We do NOT move around during the ceremony after the processional. In our meetings and conversations with you and if we come to the rehearsal we will go over how you are standing and positioned and what it will look like on your video. If your backs are to the camera or one or more of your readers or singers is obstructed we can not do anything about this. We are not like the photographer and can move from place to place, we must have a continuous shot. We will set up in a predetermined location which from where we can see most if not all of the important things that occur. We are interested in the totality of the production not one specific shot.

RECEPTION

-Quality of audio recorded at the reception will depend on the size of the rooms where the reception will be held. Larger rooms and gymnasiums may cause enhanced echo and background noise. Audio quality will also depend on the quality of the DJ's equipment and speaker integrity.

- We do not go around to your guests at the reception and get them to say anything. We will ask your DJ/MC to make an announcement during dinner that if anyone would like to say anything we will be in a specific location and they may come up to us.

- LIGHTING - We need as much light as possible at the ceremony and during the reception. We do not provide light at the ceremony, but do use a detachable camera flood light at the reception. If you keep it dark or dim at the ceremony and/or the reception your video will reflect that quality and may at times be grainy or out of focus.

-After the main events are completed we remain on the dance floor shooting the social dancing for the

remainder of the time. If there isn't any social dancing that will be reflected in your video or if it is the same 5 people dancing that will also be reflected. We encourage our couples to dance for the remaining time of the package. We will not follow you around as you interact with your guests due to the fact that we can not hear anything that is going on and since we use a flood light which is bright most people will stop interacting with you once they know they are on camera.

If you would like something different then the way we use this time you must bring it to our attention. You must also bring to our attention people you would like us to pay attention to since we do not know any of your guests or family much less what importance they are to you.

-We will give you an overview of the guests and the setting of your reception, but we can not be expected to shoot every single person that is there or every little moment that occurs if we are not present. You may remember things that occur after we have left and songs that were played once your package time is complete. I can assure you that if we were there when the songs were being played you will see that reflected in your video. If you do not see the songs, we were not there, no matter how much you think you remember us being there at that point.

-We make every effort to capture all the main events during the package time and will let you know how much time you have remaining. Once the time is complete if there are events that have not been completed or you wish for video of social dancing you MUST hire us for overtime. The 5 hours included in the package is plenty of time to capture all the events and a good portion of the social dancing. If you choose not to take our advice and move along in an lordly manner your reception coverage will be short. We will not be held responsible for you not listening to our advice.

FINAL COPIES/DVDs

-Your DVD's are formatted to play on Wide Screen televisions. Black bars may appear at the top and bottom of your television if you are not viewing the DVD in wide screen. Doing so will greatly improve image quality and display the image as it was originally shot.

- Any orders of additional copies of the final copies must be paid for in full before we ship extra copies to you.

- Once you receive your final copies you will have TWO weeks to notify us of any problems with the discs. Any issues or problems that you want addressed after the two week period will result in an additional charge and may not be able to be made. It is your responsibility to check all DVD copies once you get them for problems or defects.

-We will have checked your DVD's thoroughly for problems or malfunctions and have found none on our DVD players in our office before we ship them. This does not mean, however, that your DVD's will play in all DVD players. If you experience problems with playing your DVD, before you call us please do the following: Make sure your DVD player will play DVD-R Discs and try the DVD in one or more other DVD players. DVD players manufactured more than one or two years ago may not support the DVD-R format.

-If there is no physical damage to the disc and/or you can not get the same exact problem in the same exact spot when you play your DVD from player to player, there is nothing we can do to remedy this. Consumer DVD-R Technology (like we use) is not the same as the technology used to produce Hollywood movie type DVD's. Just because your DVD player will play a store bought DVD with no problem, is not an indication of a problem or defect with your DVD-R disc. If problems persist or there is physical damage to the disc, or there is an error on our part in the manufacturing of the disc, we will replace it at no charge. However you must report any and all problems to us with in 2 WEEKS of receiving your discs. If you do not notify us with in 2 WEEKS of any problems you will be assessed an editing fee to remake your discs. We apologize for any inconvenience. We have had very few problems with our DVD's, playing properly in the time we have been making them, however we can not make any guarantees that your DVD-R disc will play in every DVD player. This is a limit placed on us by the technology available to us, and no fault of our own.

-We will have to resize the photo you provide to use for your DVD's and covers. This may result in your photo looking stretched. As we have two different sizes we must use the photo for, and one of them has a whole in the middle of it, we can not guarantee that your photo will look identical to the original. To help minimize this problem we encourage you to provide us with a full length photo of the bride and groom, from a bit of a distance. There are no remakes of DVD covers once they have been delivered. We also strongly encourage you to provide us with a photo to use for your covers & discs. We can pull a still from the video but it will not look like a still from a photo camera. There will be no refunds or remakes if you are not happy with the photo on your final copies if you ask us to pull a still.

OTHER

-Close to Home video productions stands behind all our work. We will work with you to make sure you receive the coverage of your wedding that you want. However, if after viewing your video you are unsatisfied, we will do what we can to make corrections in accordance with the guidelines set forth in this booking agreement, but we can not include shots we do not have or fix problems that occurred due to circumstances beyond our control. Because each wedding is different, it is up to the person who books us to make sure we know everything that is essential to shoot at the ceremony and reception. There are no refunds once the wedding is shot unless there is mechanical error (camera malfunction, not wireless microphone interference) on behalf of CTH Video.

-You are hiring CTH Video Productions for its particular unique style. As such, the editing techniques and production strategies CTH Video uses are at the sole discretion of CTH Video. Any addition or omission of elements from the production technique or editing process must be agreed upon before booking occurs. Any after the fact changes you wish to make maybe made at the discretion of CTH Video and could possibly incur an additional fee.

-CTH Video Productions reserves the right to show, display or use any and all of the final production in anyway and for anything that relates to the business purposes of CTH Video. This includes, but is not limited to; showing the production to others who may inquire about CTH Video's services, display at trade shows or other public events, and any contests or publicity events that may arise from the promotion and advertising associated with the furtherance of the business.

-Those booking CTH Video Productions may feel free to make copies or replications of the final production. However, all work CTH Video is booked to perform is for the sole purpose of private use by those booking our services. The booker assumes any and all liability for any claim that may arise due to non-private screenings of any of the work performed by CTH Video Productions. Those booking CTH Video or any third party shall have no claim against CTH Video Productions for any reason that may arise for violation of copyright or clearance issues and indemnifies CTH Video for use of copy written music used during the course of creating the production.

-It shall be understood that though you are hiring CTH Video Productions for the purpose of producing your wedding video production, CTH Video Productions is not working for you with you as the boss of, or the controlling entity of CTH Video Productions. If through the course of our meetings and conversations prior to, and including the day of the wedding we feel that you are making unrealistic demands outside of the scope of this agreement or you are belittling, utterly disrespectful, rude, or otherwise becoming a hindrance to us performing our duty, thus affecting the quality of your production, CTH Video Productions reserves the right to cancel, with a full refund of any payments made. If such cancellation occurs we will do what we can to find other videography services for the wedding, but there is no guarantee we will be able to find anyone with availability. There will be no right to additional fees should a cancellation occur other than what moneys have already been paid.

-Understand that your ceremony is a religious event and is shot in a formal unobtrusive way. This limits us in the creativity we can apply in editing during the ceremony. If your wedding ceremony is an hour long, your video of the ceremony will be an hour long. We shoot the ceremony in an up front, classy style and not as an MTV Music Video. The reception, reveal sequence and highlight video utilize more contemporary editing and are in general more up tempo by their nature. We shoot what is going on and do not make the events happen or make them more exciting then they occur. If you have problems with your video being unexciting or not cutting edge perhaps you should fault your guests for being less then so. Again, we shoot what is going on, if you have nothing going on, more socializing then dancing, leave out events, or are otherwise hosting a "boring" event, your video will reflect that and no amount of editing can change that.

How long does the production process take?

Here is the breakdown of how long each part of your production will take to edit. We do 70-80 weddings per year, most being between April and October. We take pride in our work and are committed in providing you with the best production possible, which unfortunately takes a good deal of time. We also editing in a revolving fashion meaning we are constantly editing montages, proofs and final copies all year, which are the 3 parts of the production that most productions undertake. You may find that other video production companies take a shorter amount of time to edit and they feel our time frame is long, but our production process has netted us 4 national awards and counting.

Montage editing: 4-5 hours
Shooting the day of the wedding: 5-7 hours
Dumping tape to the computers in real time: 4-5 hours
Reveal sequence editing: 3-4 hours
Ceremony editing: 4-6 hours
Ceremony sound editing and color correction: 4-6 hours
Reception editing: 4-5 hours
Exporting final sequences in MPEG 2 format: 7-8 hours
Proof DVD manufacturing: 1-2 hours
Highlight Video editing: 3-4 hours
Final corrections, re-exporting in MPEG 2, and final copy manufacturing including printing covers and on DVD discs: 7-8 hours
Add an additional 7-8 hours for 2 disc proofs and final copies (DVD's only hold 1:30 in high quality video, most weddings must come on 2 discs due to length.

Total time for 1 disc to shoot and edit 46-60 hours

Total time for 2 discs 53-68 hours

This is an average. Half of the weddings we shoot are Catholic ceremonies and half of those have full mass, both of which usually take longer to edit