



# DMC PHOTOGRAPHY PHOTO CHECKLIST

## PRE-WEDDING PREPARATION

- Dress hanging up
- Dress hanging with arrangement of shoes, veil, garter, rings, necklace, etc.
- Individual shots of shoes, veil, garter, rings, necklace, etc.
- Brides Hair
- Brides maids Hair
- Bride putting the garter on
- Bride's veil
- Bride pinning on mother's corsage and father's boutonniere.
- Attendants helping bride with final preparations
- Something old, something new, something borrowed, something blue.
- Bride and mother in the mirror
- Bride putting on lip stick in the mirror
- Brides maids in the mirror
- Bride in dress
- Bride leaving house, with father get in car

## PRIOR TO CEREMONY

- Ceremony location from outside
- Guests Arriving
- Best man adjusting groom's boutonniere.
- Ushers escorting guest
- Brides Car Arriving
- Bride and father in back of the car
- Bride and father getting out of the car and going into church
- Best man adjusting groom's boutonniere.
- Ushers escorting guest
- Guest waiting in there seats
- Bride and father waiting to enter
- The Rings on the ring cushion/best mans hand
- Wide angle shot of the whole interior of the church
- Groom and groomsmen waiting at the alter

## CEREMONY

- Maid of honor down aisle
- Brides maids entering
- Flower girl, ring bearer
- Bride and father
- Groom meeting bride
- Father giving away the Bride
- Lighting of the unity candle
- Exchanging Vows
- Exchanging Rings
- Groom lifting the Bride's veil
- The First Kiss
- Bride and groom with witnesses and officiate signing the marriage certificate
- Bride, Groom down aisle
- Bride, Groom outside on steps
- Bride alone in chapel
- Bride, Groom alone in chapel

**FORMALS**

- Bride, Groom with everyone
- Bride, Groom with her immediate family
- Bride, Groom with his immediate family
- Bride, Groom and both immediate families
- Bride, Groom with children from family or wedding party
- Bride, Groom with her grandparents
- Bride, Groom with his grandparents
- Bride, Groom with flower girl and ring bearer
- Bride, Groom with Maid of Honor and Best Man
- Bride with Maid of Honor
- Bride with bridesmaids individually
- Bride with bridesmaids and/or flower girl as a group
- Bride with groomsmen
- Bride being lifted by groom and groomsmen
- Bride with her parents
- Bride's parents
- Bride, Groom with her parents
- Bride, Groom with both parents
- Bride, Groom with his parents
- Groom with his parents
- Groom's parents
- Groom with mother
- Groom with his dad
- Groom with best man
- Groom with groomsmen individually
- Groom with groomsmen as a group
- Groom with bridesmaids
- Bride alone (full length)
- Groom alone (full length)
- Bride, Groom together
- Bride, Groom kissing
- Close up of Bride's and Groom's hands/rings
- Bride with Groom behind
- Groom with Bride behind

**BRIDE & GROOM LEAVING**

- Bride and Groom leaving and guests throwing rice, seed, bubbles, rose petals, etc
- Bride, Groom Standing by car or carriage
- Bride, Groom getting in car or carriage
- Bride, Groom in back seat of car or carriage
- Car or carriage Leaving

**Additional Pictures Requested:**

_____	_____
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_____	_____

## **TERMS & CONDITIONS**

**1. ENTIRE AGREEMENT:** This agreement contains the entire understanding between DMC Photography and THE CLIENT. It supersedes all prior and simultaneous agreements between the parties. The only way to change or add to this agreement is to do so in writing, and providing the document is signed by all the relevant parties.

**2. RESERVATION:** Upon receiving the reservation deposit along with this contact completed, DMC Photography will reserve the time and date agreed upon, and will not make other reservations for that time and date. For this reason, the reservation deposit is non-refundable even if the date is changed or the wedding cancelled for any reason; including acts of God, fire, strike and/or extreme weather. The reservation deposit is to be paid at time of signing the contract. The reservation deposit is applied towards the contracted wedding photography package. THE CLIENT understands and agrees that the entire amount owed for the wedding photography package described in the contract is due prior to release of the full resolution printable DVD.

**3. CANCELLATION:** The Client has the right to cancel the contract at any time.

DMC reserves the right to cancel the contact on the discovery of new information, changes to agreed circumstances, or other factors which tends to circumvent its policies. Non-cooperation; changes in locations and late or missed payments are examples of contributing factors.

In the event that the contract is cancelled by either THE CLIENT or DMC Photography, Any prior payment will be forfeit.

**4. LIMITS OF LIABILITY:** It is further understood that:-

- In the unlikely event that the photographer is injured or becomes too ill to photograph the event and a suitable replacement is not found or in the unlikely event of total photographic failure responsibility and liability is limited to the return of all payments previously paid towards the services listed in this contract.
- DMC Photography takes the utmost care with respect to exposure, transportation and processing of photographs; including using professional grade equipment and professional grade backup equipment. However, in the unlikely event of THE CLIENT'S photographs being lost, stolen or destroyed for reasons within or beyond DMC Photography control, the latter's liability is limited to the return of all payments received for the event package. The limit of liability shall not exceed the contract price stated herein. The limit of liability for a partial loss of originals shall be a prorated amount of the exposures lost based on the percentage of total number of originals.
- If the bride or groom is late to the point of achieving the desired images from being taken, the DMC Photography shall not be held liable for lack of time to take desired photographs.
- Although every possible care will be taken to produce photographs of all important and special events during the wedding, DMC Photography cannot place an unconditional guarantee on the above. DMC Photography will not be held responsible for any ruined photographs due to guests' (or any other) flashes; or any other ruined photographs due to any other cause in or outside of DMC Photography control. DMC Photography can also not be held responsible for missing shots on the photo check list if there is no one to assist in identifying these people, if you failed to produce a list, if the list was stolen, if they didn't show, if they are negative about being photographed, or they can't be located.

**5. COOPERATIVE SPIRIT:** Both parties agree that the cooperation and communication for the best possible result within the definition of this assignment is the paramount consideration. Thus decisions are restricted to the Bride and the Photographer. Simply put: DMC Photography is the sole Photographer for the time allocated and any other terms agreed to in this document. The BRIDE is the sole decision maker at the Wedding, regardless of who is writing the check, advisory boards, in-laws, passers-by, inebriated authority figures and former politicians.

Both parties agree to a pre-event consultation approx 2 weeks before the event date in order to finalize the actual shooting requirements, shooting times, locations, any changes etc

If applicable, the bride and/or groom agree to set aside enough time before the ceremony to allow DMC Photography to complete pre-wedding ceremony photographs.

The bride and/or groom also agree to set aside at least 60 minute of time after the wedding ceremony to gather people and take photographs that could not be obtained during or before the wedding for photographs this time is to include group photographs.

**5. COOPERATIVE SPIRIT CONT.:** DMC Photography is not responsible for key individuals' failure to be present or to cooperate during photography sessions, neither for missed images due to details not revealed to DMC Photography.

For this reason DMC Photography recommends that a designated appointee be assigned the duties to assist the photographer to point out important individuals for informal or candid photographs

THE CLIENT is responsible for the conduct of their guests. THE CLIENT will direct all other service providers (florist, DJ, caterer, etc.) to provide any needed information and cooperation to the photographer. Coordination with other service providers is necessary to complete all the photography sessions as scheduled. THE CLIENT should share the photography schedule with other service providers to make sure that there is no conflict in times. In addition, events during the wedding day should be planned to make the best use of time from all vendors.

DMC Photography should not and will not tolerate verbally or physically abusive behaviour, nor will it share its time or compete with guest photographers for the attention of the subjects. Unchecked guest conduct that interferes with photography may seriously affect the quality of the photographs taken and increase the number of times photos must be re-taken. If THE CLIENT is unable to control the conduct of their guests, resulting in an unacceptable degree of misconduct, or if the conduct of any of their guests damages the equipment of the photographer, it will result in the early or immediate departure of the photographer. THE CLIENT understands that in such an event, no refunds will be granted and THE CLIENT will be held solely liable for any damages to equipment, personal effects or personal injury sustained by the photographer resulting from such actions.

**6. DIGITAL COPYRIGHTS:** Final payment for services rendered determines the release of the disc to the Bride and Groom. Upon final payment by the Bride and Groom the digital DVD or prints become the property of the wedding couple for their personal use and for the purpose of reproduction of said imagery for dispersal to relatives and friends. Images may be used on personal web sites. An acknowledgement to the Photographer is requested and appreciated.

THE CLIENT must obtain written permission from, and compensate DMC Photography prior to an event where THE CLIENT, THE CLIENT'S friends or relatives publish or sell the photographs for profit.

**7. MODEL RELEASE:** THE CLIENT hereby assigns and grants DMC Photography and its legal representatives the irrevocable and unrestricted right to use and publish photographs of THE CLIENT or in which THE CLIENT may be included, for editorial, trade, advertising or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same. THE CLIENT hereby releases DMC Photography and its legal representatives and assigns from all claims and liability relating to said photographs. It is agreed that DMC Photography may display and use the photographs taken for advertising, display, website and internet promotion, photographic contests, public display such as in malls, photography books, photography instructional books, store fronts, window displays, studio display, television advertising, magazine advertising and any other purpose thought proper by DMC Photography. IF YOU DO NOT WISH DMC PHOTOGRAPHY TO USE YOUR PHOTOGRAPHS IN THIS WAY PLEASE CROSS THROUGH THIS SECTION AND INITIAL HERE.

**8. ARTISTIC LICENCE AND RETOUCHING:** DMC Photography shall be granted complete artistic license including in relation to the poses photographed and the locations used. DMC Photography's judgment regarding the locations/poses and number of images taken shall be final. Due to the vagaries of the weather and the willingness of subjects it may not be possible to capture all the images requested. All image sizes are nominal. DMC Photography will provide a pleasing colour balance but cannot guarantee exact colour matching owing to anomalous reflectance caused by a combination of certain dyes and materials especially man-made fibres. It is sometimes impossible to record on the exact colour as seen by the human eye. DMC Photography will perform a standard amount of retouching and editing to take the photographs to a quality of which he is proud. Further retouching, digital manipulation and artist finishing is available to the client as an optional extra.

**9. CHURCH, RECEPTION, CATERING HALL RULES:** The photographer is limited by the guidelines of ceremony official or reception site management. The Bride and Groom agree to accept the technical results of their imposition on the photographer. Negotiation with the officials for moderation, changes or adjustments of certain guidelines is responsibility of the Bride and DMC Photography is to be notified of any changes.

**10. TRAVEL FEE CALCULATION:** Travel fees are calculated on the normal expected travel time to get to and from the main wedding site from DMC Photography residence. There is no travel time if the wedding is within 25 miles. Travel time is calculated at the rate shown on the price list.

**11. AMENDMENTS:** This contract has been freely negotiated and shall be recognised as the entirety of the agreement. Only those changes or modifications specifically placed in writing, attached, dated and signed by THE CLIENT and DMC Photography at the time of acceptance of this contract shall be recognised as amendments to this contract.

**12. SEVERABILITY:** If any provision of this agreement is held to be invalid or unenforceable under the law, the validity of this agreement as a whole shall not be affected, and the other provisions of the agreement shall remain in full force and effect.

**13. COMPLETION SCHEDULE:** Digital processing can take up to four weeks however sometime depending on the number of photos taken and/or other factors within or outside DMC Photography's Control it may take longer. DMC Photography aim to return your Photo CD to you within two weeks and you will be advised of any factors that may affect this as and when they arise. Any printing/ framing requirements can only be started once DMC Photography receives an order form for the required images creation of a wedding album can take up to 6 weeks however you will be advised of time scales and given an expected delivery date at the time of ordering.

**14. PAYMENT OPTIONS:** DMC Photography offers two payment options:

Up Front Payment: - 50% deposit to be paid when signing the contract, balance is to be paid prior to the release of the full resolution printable DVD.

Payment Plan: - Minimum of 10% deposit when signing the contract, Balance is paid monthly and spread over the period prior to your wedding plus 1 month.

**15. METHOD OF REMUNERATION:** Payment can be made via bank transfer, cash, cheque or postal order however no date will be confirmed or goods released until payment has cleared.

Our Preferred method of payment is via cash or bank transfer to:

Account Name: **DMC Photography**  
Sort Code: **20-69-40**  
Account No.: **83382214**  
Reference: **WED(BRIDES SURNAME)**

Cheques should be made payable to **Mr D M Cooper** and sent to: DMC Photography  
16 Jenkins Grove  
Copnor  
Portsmouth  
PO3 6HF

**16. COMPLAINTS:** Any complaints should be raised by the client with the photographer/s, in writing, within 28 days of first becoming aware of the matter to be complained of and in any event within 28 days of receipt of the images.

**I have read this contract and agree to abide by the terms of agreement set out in it. I understand that the terms of this agreement cannot be changed unless agreed by both parties in writing.**

**Bride's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Groom's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Photographer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

# PAYMENT SHEET

Up front payment - 50% deposit to be paid when signing the contract, balance is to be paid prior to the release of the full resolution printable DVD.

Please complete appropriate section:

Deposit Paid Via Cheque	Deposit Paid Via Bank Transfer
Account Name:	Account Name:
Sort Code:	Reference:
Account No.:	Amount:
Cheque No.:	Date Of Transfer:
Amount:	

Payment Plan: - Is the easy and affordable way to pay for your wedding. A minimum of 10% deposit is to be paid at the same time of booking your wedding. The Balance is divided equally by the number of months left until your wedding, plus one month and is to be paid to DMC Photography via Standing order.

Standing Orders are to be paid to:

Account Name:	<b>DMC Photography</b>
Sort Code:	<b>20-69-40</b>
Account No.:	<b>83382214</b>
Reference:	<b>WEDPP(BRIDES SURNAME)</b>

If you fail to make a payment you are deemed to have cancelled your booking and cancellation terms and conditions will apply.

Payments are to be made 1 month following the signing of the contact and on the same day each month thereafter. Full payment must be received prior to the release of the Full resolution DVD.

**Example:**

Steve and Sarah are getting married in 11 months time and their wedding package is £1400. Steve and Sarah decide to pay a deposit of £200

A. Total Cost Of Wedding		£1,400
B. Less Deposit		£200
C. Balance To Pay		£1,200
D. Months Till Wedding Plus 1		12
E. Monthly Payment (C/D)		£100

**YOUR PAYMENT PLAN DETAILS**

Contract Number (Photographer Use Only)	
Standing Order Date	
Standing Order Reference	
Date Of Wedding	
<b>A</b> Total Cost Of Wedding	
<b>B</b> Deposit	
<b>C</b> Balance To Pay (A-B)	
<b>D</b> Months Till Wedding Plus 1	
<b>E</b> Monthly Payment (C/D)	

**I agree to the terms and conditions of the payment plan. I understand that the terms of this agreement cannot be changed unless agreed by both parties in writing.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_