

WEDDING PHOTOGRAPHY CONTRACT

1. This agreement constitutes an order for wedding portraiture services, including the taking of wedding pictures as agreed to both parties: Arlene Garcia Photography and contacting party . Unless otherwise specified, it is understood that any and all rights to proofs, final or sample prints, thereof shall remain property of Arlene Garcia Photography and may be used for advertising, display or any other purpose thought proper by Arlene Garcia Photography.
2. If the photographer, Arlene Garcia, cannot perform this agreement in whole or in part due to a fire, or other casualty, acts of God or nature or terror or other cause beyond the control of the parties or due to Photographer's illness or injury, then Arlene Garcia Photography will return all fees to the Client(s) but shall have no further liability with respect to this agreement. This limitation on liability shall also apply in the event that photographic materials are damaged in processing, lost through camera malfunction, lost in mail, or other wise lost or damaged with fault on the part of photographer. Client(s) agree that an entire wedding cannot be replicated, reenacted or repeated for the purpose of a re-shoot and limits Arlene Garcia Photography liability to the amount paid under this contract.
3. In the event of an extenuating circumstance on Arlene Garcia Photography's part, Arlene Garcia Photography will find and hire an alternative photographer or reimburse the full amount paid to the customer, including the deposit. Arlene Garcia Photography will not be held liable for services not rendered. To receive a full refund, Arlene Garcia Photography must be notified 60 days before the wedding day; if not, Arlene Garcia Photography will get to keep everything that has been paid for up until that point. Arlene Garcia Photography also has 90 days to refund the money upon receiving notification that the wedding was cancelled.
4. On signing of this agreement by both parties hereto, Arlene Garcia Photography will reserve the time agreed upon and will not make another reservation for the specific time frame.
5. A \$375 deposit is needed to secure your date and time of wedding. The deposit is non-refundable in the event of cancellation or date change.
6. It is understood Arlene Garcia Photography is the exclusive official photographer retained to perform the photographic services requested on this contract. No other photographer is allowed to take photos at the wedding or engagement session.
7. The amount agreed upon covers the photographer's time, talent, proofing and editing. It also cannot be changed or altered by any means.
8. A down payment is due at engagement session or six month's prior to the wedding date. Remaining balance is due two weeks before wedding date.
9. The charges in this contract are based on Arlene Garcia Photography's current pricing at the time of booking. This price list is adjusted periodically and future orders shall be charged at the prices in effect at the time when the order is placed. (Applies to print orders)
10. Arlene Garcia Photography will choose the best images from engagement session and wedding day. Arlene Garcia Photography does not show un-edited images, nor involves clients in the process of choosing which images will be chosen for the final gallery. Arlene Garcia Photography spends a great deal of time going through each image individually. Please rest assured that only the BEST of the BEST will be shown and any image that is unappealing (i.e.: eyes closed, unflattering facial expressions and most definitely, any images that do not meet Arlene Garcia Photography's high professional standards will get deleted immediately).

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11. The wedding images will be displayed in a password-protected online gallery within 6 to 8 weeks of your wedding day. The online gallery will be available for 3 weeks. If you wish to order prints then ordering should be completed in that time frame., \$50 fee will be charged for each additional week.
12. Please allow up to 2 weeks for delivery of prints, and 3-4 weeks for all custom products such as albums and canvases.
13. Please allow up to 1 week for delivery of print release CD.
14. **IMPORTANT NOTICE REGARDING COPYRIGHT**
It is illegal to copy or reproduce these photographs elsewhere without Arlene Garcia Photography's permission, and violators of this Federal Law will be subject to its civil and criminal penalties. All photographs, both on Arlene Garcia Photography's website, blog or Facebook page, including all potential proofs and purchased prints, are copyrighted; reproduction of any image by any means, including copying, re-printing, screen captures, and other means of print reproduction are strictly prohibited and are a violation of copyright law. Additionally, it is illegal to post any of Arlene Garcia Photography's work on the Internet, blogs and social networking sites, without the express permission of the photographer. The only exception to this is if you have purchased the print release CD.
15. Two plates of food must be provided at the reception for photographer and assistant or second shooter.
16. An itinerary must be provided to the photographer before the wedding.
17. If wedding is located 2 hours away from Norco, CA then a hotel room must be booked and paid for the photographer.

Date & Time of wedding: / /		Address of Ceremony:	
Bride's Name:		Address of Reception:	
Groom's Name:		Address of bride or groom:	
Phone Number of Bride:			
Deposit:	Down Payment:	Balance:	
Notes:		Wedding/Engagement Fee Total:	
Clients Signature:		Date: / /	
Your Studio Photography:		Date: / /	

WEDDING PHOTOGRAPHY CHECKLIST

GETTING READY

- Bride having her hair styled and makeup applied
- Bride's gown hanging up
- Still life shots of the bride's shoes and jewelry
- Still life shots of something old, new, borrowed, blue
- Detailed shots of the bride's and bridesmaids' bouquets
- Candid shots of the bridesmaids getting dressed
- Mother buttoning or zipping up the bride's dress
- Mother helping the bride with one last detail, such as the veil
- Full-length shot of the bride in her gown
- Bride looking at herself in a mirror
- Bridesmaids reacting to the bride in her gown
- Father seeing the bride in her gown
- Bride with her parents and siblings
- Bride with her bridesmaids
- Groom getting ready with his father and groomsmen
- Close-up shot of the wedding bands
- Groom with his parents and siblings
- Groom with the best man
- Groom with his groomsmen
- Groomsmen putting on boutonnieres or ties
- Bride & groom separately making their way to the ceremony

THE CEREMONY

- Exterior and interior shots of the site before guests arrive
- Groom walking down the aisle with his mother
- Close-up of groom's expression while waiting for the bride
- Bridal party walking down the aisle
- Both sets of grandparents walking down the aisle
- Bride and her escort waiting to walk down the aisle
- Close-up of bride just before she makes her entrance
- Bride and her escort walking down the aisle
- Groom reacting to bride walking down the aisle
- Bride's escort giving her away
- Bride and groom at the altar
- Both sets of parents watching the ceremony
- Wide shot of the altar from the guests' point of view
- Wide shot of the guests, from the couple's point of view
- Special moments, such as the candle lighting and the readings
- Close-up of the bride & groom as they recite their vows
- Close-up of the bride & groom's hands as they exchange rings
- The kiss!
- Close-up of the newlyweds immediately after the ceremony
- Bride and groom hugging family and friends
- Bride showing off her wedding ring to her bridesmaids
- Bride and groom leaving the ceremony site

BEFORE THE RECEPTION (OR CEREMONY)

- Bride and groom together
- Bride with her mother
- Bride with her father
- Bride with both parents
- Bride with her entire immediate family
- Groom with his mother
- Groom with his father
- Groom with both parents
- Groom with his entire immediate family
- Bride and groom with bride's family
- Bride and groom with groom's family
- Bride and groom with both sets of parents
- Bride & groom with immediate family members from both sides
- Bride and groom with bridesmaids
- Bride and groom with groomsmen
- Bride and groom with flower girl and ring bearer
- Bride and groom with entire wedding party

THE RECEPTION

- Exterior and interior shots of the site before the guests arrive
- Still-life shots of place cards, menus, centerpieces, decorations, table settings, favors, and Champagne glasses
- The cake
- Hors d'oeuvres and specialty drink
- Guests arriving and signing the guest book
- Bride and groom arriving
- Close-ups of friends and family making toasts
- Bride and groom sipping Champagne at their table
- Bride and groom speaking with guests
- Bride and groom's first dance
- Bride dancing with her father
- Groom dancing with his mother
- Parents and grandparents dancing
- Wedding party dancing
- Musicians, DJ, and/or entertainers performing
- Guests dancing
- Bride and groom dancing with the bridal party
- Bride and groom cutting the cake
- Bouquet toss
- Newlyweds' vehicle
- Bride and groom leaving the reception

WEDDING QUESTIONNAIRE

Wedding date: / /

Bride's Name:

Groom's Name:

Phone:

Phone:

Email:

Email:

Location of Bride's final preparation on the wedding day:

Location of Groom's final preparation on the wedding day:

Venue Name:

Venue Name:

Venue Address:

Venue Address:

Location of wedding Ceremony:

Address:

City:

State:

Zip:

Time of Ceremony:

End time of Ceremony:

Location of wedding Reception:

Address:

Zip:

City:

State:

Time of arrival at Reception:

End time of Reception:

How long is the drive between final preparation location and the Ceremony location?

How long is the drive between Ceremony and the Reception location?

Names of the Bridesmaids:

Names of the Groomsmen:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Names of Flower Girls or Ring bearers:

Preference on order of final preparation photos:

Bride first

Groom first

No preference

WEDDING QUESTIONNAIRE

Time restrictions or guidelines at your ceremony and/or reception locations that we should know about:

Number of guests expected:

Minister/Celebrant name:

Is this a religious wedding?

No:

Catholic:

Hindu:

Jewish:

Muslim:

Protestant:

Other:

Special religious instructions:

Special traditions or events throughout the day that we should know about:

Special family situations (divorces, deaths, etc.) that we should be sensitive to:

Do you plan on seeing each other before the ceremony?

Yes:

No:

Specific location requests for your Family, Wedding Party and/or Bride and Groom photos:

Which family group photos would you like taken?

1.

2.

3.

4.

5.

6.

7.

8.

WEDDING QUESTIONNAIRE

Your first dance song:

Formal Exit Details:

Is there anything else you would like to communicate with us?

Your Wedding Coordinator:

Contact Details:

Your Videographer:

Contact Details:

Your Florist:

Contact Details:

Your Cake Artist:

Contact Details:

Band/DJ:

Contact Details:

Makeup Artist:

Contact Details:

Dress Store & Designer:

Contact Details:

Bridesmaid Dress Store:

Contact Details:

Groom's Tux Store:

Contact Details: