



Video Information Sheet for Videographer

Please return the completed form (mail, fax or e-mail), along with a map or written directions to location(s), one month prior to the date of your function.

**THE VIDEOGRAPHER MAY NOT BE PREPARED FOR YOUR
EVENT WITHOUT THIS FORM!**

The Event Consultants
188 E. 17th St., Suite 201
Costa Mesa, CA 92627

Phone: (949)548-7762
Fax: (949)548-5382
Email: Info@theeventconsultants.com

Please Type or Print

Event Date _____ Start Time: _____

Name _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail: _____

Address _____

Locations: Please List Venue Names and Addresses

Location 1: _____ Room # or Name _____

Location 2: _____ Room # or Name _____

Other: _____

Please Circle Either YES or NO

1. Will someone be acting as coordinator?.....YES NO

Name (if applicable): _____ Phone # _____

2. Do you, or your venue have any restrictions regarding videography?.....YES NO

Explain: _____

3. Are there parking fees at any location?.....YES NO

Note: If YES, please arrange to have all fees validated for the Videographer.

8. Will the videographer be invited to eat?..... YES NO

Note: If NO, the videographer will need to take a 30 minute break.

* I understand that the videographer must follow the rules of the venue which may lead to problems with the final product (i.e. obstructed views, poor lighting, etc...)

Initial

* I understand that due to time constraints and the tendency of guests to move around and socialize, not everyone will be interviewed or videotaped. I further understand that if I want to guarantee someone is interviewed or videotaped, I must inform the videographer.

Initial

All balances need to be paid with **cash, cashiers check, or money order** on the day of the wedding **upon arrival** of the videographer. Checks should be made payable to **“The Event Consultants”**.

THANK YOU AND CONGRATULATIONS!

**www.the
Event
Consultants.com**

I have read and fully understand the terms and conditions stated here-in. I further understand that any changes must be submitted in writing prior to the date of the event by the booking individual(s).

Signature of Client

Date