



# Wedding Photography Agreement #201X XX XX

## Client

Name \_\_\_\_\_  
Phones, home ( ) \_\_\_-\_\_\_ work \_\_\_\_\_ cell ( ) \_\_\_\_\_ email \_\_\_\_\_  
Address \_\_\_\_\_  
Future Address \_\_\_\_\_

## Event

Date \_\_\_\_\_ Time \_\_\_\_\_ Type of Event WEDDING ceremony & reception  
Event Location(s) \_\_\_\_\_

## Services

Photography Package is: Engagement Photo Session 1hour on location. Wedding photography coverage starts 2 hours before the ceremony through reception Unlimited time = No Overtime Charges! Approx 800 -1000 Images taken (Formals & Candid). All images Uploaded to a Secure Online Gallery and on a USB Flash Drive (Hi-Rez/jpeg, ready to print files) with Personal Printing Rights to the images.

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\$ 1300.00 For Wedding Photo Package  
 \$ \_\_\_\_\_ For any listed options: \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_ Sub Total  
 \$ \_\_\_\_\_ Sales Tax (PA 6%)  
 \$ \_\_\_\_\_ **Total**  
 \$ -500.00 Retainer (non-refundable reservation fee)  
 \$ -500.00 Pre-Event payment due prior to ceremony date.  
 \$ \_\_\_\_\_ Balance due prior to certified mailing.

### Additional Available Options:

- \$75 Rehearsal Coverage
- \$175 additional spiral bound proof magazine/portfolio
- \$320 - \$640 Coffee Table Book.(depending on size & pages)

Agreement continues on the other side of this page. By signing this, you agree to the terms on the back.

CLIENT \_\_\_\_\_ DATE \_\_\_\_\_

STUDIO \_\_\_\_\_ DATE \_\_\_\_\_

Please sign this agreement and return it to me with the retainer. I will sign it and send you a copy and confirmation.

# Agreement

**THE STUDIO** Refers to Michael Rodo, dba Michael Rodo Photography. If any portion of this agreement should be determined to be invalid, it is agreed that the invalidity of such portion shall not affect the validity of the remaining portions of this agreement. By signing, Client certifies that they have read both sides of this agreement and agree to the terms and conditions.

**AGREEMENT:** A firm and binding agreement exists between Studio and Client only after agreement has been properly executed and retainer fee has been paid. A \$500 retainer must be paid at the time of booking. The \$500 Pre-Event Payment is to be paid 2weeks prior to ceremony. The Final Balance is due upon receipt of finish products, (when hand delivered) or prior to certified US Postal mailing. This initial retainer is made to secure the exact date for the Studio services. It is the Client's guarantee that the Studio will not book someone else in Client's time slot. The retainer is non-refundable. If the event date is changed to a new date within one year and the Studio is available on the new date, the Studio will shoot on the new date and apply the retainer to the new date minus a \$100.00 rescheduling fee. A new agreement must be written for the new date. No refunds will be made if wedding is postponed or canceled a second time. If the Studio is not available or if the event is canceled, the Studio will refund any additional payments made by the Client's, less the non-refundable retainer and the Client must notify Studio immediately in writing. This agreement supersedes and replaces any previous document, correspondence, conversation or other written and/or oral understanding. Any controversy or claim arising out of or relating to this agreement, or breach thereof, shall be settled by arbitration and judgment upon the award by the arbitrator(s) may be entered in any court having jurisdiction thereof. The parties waive trial by jury, to the extent permitted by law, and expressly agree to mediation in any action or proceedings brought by either party against the other, or any matter connected with this agreement.

**DISPLAY RIGHTS:** It is understood that the Studio reserves rights to exclusive use of the photos and reproduction, and you are acting as agents for all guests and grant the Studio rights for display use of images produced under this agreement.

**PRODUCTION & EDITORIAL CONTROL:** The Studio is the exclusive official Photographer retained by Client to cover event. Studio is granted full production and editorial control by Client regarding all aspects of the production and post-production services for this event. In the case another outside Photography company is present, the Studio has cause to discontinue coverage and no monies will be refunded; or the Client will be charged an additional \$100 per hour for each photographer present not associated with Studio. If there are any errors, Studio must be contacted within 2 weeks of delivery of images so corrections can be made. Editing errors are corrected at no charge (i.e spelling, technical errors). After two weeks, Studio is not liable for any requested changes. Additional re-editing after images have been edited will be charged at current rate of \$150.00 per hour for editing and labor plus duplication fees. Allow an additional 10-12 weeks for re-edits

**RIGHTS:** Client warrants that he/she has the legal rights to anything the Studio will Photograph. Client agrees to indemnify and hold the Studio harmless for any loss, damage, or liability for infringement of any rights arising from the use of images. Client assumes all responsibility for obtaining any necessary permission, clearance permits, and admission which may be required to photograph event. The images are for private home use only, and the Client assumes full responsibility and liability for any public performance or display of the images.

**STUDIO LIABILITY AND GUARANTEES:** The Studio liability is limited to refund of money paid. The Studio takes the utmost care in producing Client's images. In the unlikely event that a problem arises and the Studio is unable to provide any images, all monies paid will be refunded. The Studio is not responsible for loss of images due to restrictions at event locations. The Studio does not guarantee any particular shot, effect, interview or special request. If Michael Rodo has personally committed to being the primary event photographer and in the very unlikely event that an emergency arises (extreme sickness for example) and is unable to perform the services, the Client will be notified immediately and all money paid will be refunded to the Client. If this were to occur, every effort possible will be made by the Studio to recommend and secure another quality photographer for the Client. This is the extent of the Studio's liability. Your Primary Photographer is Michael Rodo.

**FOOD:** If photography coverage is greater than 5 hours, Client will provide a vendor's meal to the photographer when guests are served.

**WORKING CONDITIONS:** Client must provide a safe working environment and is responsible for any damage to equipment done by guests. Shelter must be provided from rain, extreme temperatures and humidity, in these conditions photography may be limited.

**PRODUCTION MATERIAL:** Including: Invitation, Program, Music, Directions and Planning Guide are due two weeks before event date. Production material delivered to Studio after event might not be included.

**DELIVERY OF IMAGES – Online Gallery & USB Flash Drive** Will be approximately 4 weeks after event and all pre production material is received by Studio. The completion period is only an approximate length of time and any longer periods necessary for completion will not void this agreement. The Studio cannot accept responsibility for material lost or damaged in transit.

Michael Rodo  
Photography & Videography



# WEDDING Photography PLANNING GUIDE

**Please complete and return at least two weeks prior to wedding.**

Date of Wedding \_\_\_\_\_ Hours of Coverage from \_\_\_\_:\_\_\_\_AM/PM to \_\_\_\_:\_\_\_\_AM/PM

Name of Bride \_\_\_\_\_

Name of Groom \_\_\_\_\_

Time Ceremony to Begin at: \_\_\_\_\_ Time Reception Scheduled to End at: \_\_\_\_\_

Ceremony Location \_\_\_\_\_ Reception Location \_\_\_\_\_

Does Photography coverage start at bride's home or other location? \_\_\_\_\_

If yes, where and when? \_\_\_\_\_

*If photography starts at other location than ceremony, coverage must start at least two hours before ceremony--send map Rehearsal Date and Time (I will try to attend)*

## **PLEASE SEND DIRECTIONS OR MAP TO CEREMONY AND RECEPTION**

What is your videographer's name? \_\_\_\_\_ Phone \_\_\_\_\_

Do you have a wedding coordinator or consultant? \_\_\_\_\_ Name \_\_\_\_\_ Phone \_\_\_\_\_

What time is the bride arriving? \_\_\_\_:\_\_\_\_ What type of car? \_\_\_\_\_

Will bride be dressing or staying in a separate room at church? \_\_\_\_\_

Religious denomination of ceremony \_\_\_\_\_ Name of Clergy person \_\_\_\_\_

Is the photography location restricted during ceremony? Yes/No \_\_\_\_\_ Is flash allowed during the ceremony Yes/No \_\_\_\_\_

How unobtrusive should the photography be? Very Unobtrusive? Normal? Whatever it takes for best shots.

Describe any special or unusual events before, during or after ceremony, (unity candle, flowers to parents, etc.) or reception or special requests if any \_\_\_\_\_

Number of guests \_\_\_\_\_.

Is your music a Band \_\_\_\_\_, DJ \_\_\_\_\_ or Other \_\_\_\_\_

Is your meal a buffet? \_\_\_\_\_ or sit-down? \_\_\_\_\_ Do I need to bring a meal ? \_\_\_\_\_

*Sequence and approximate times of events: Please cross out the events you will not be doing.*

- \_\_\_\_\_ Receiving Line (Where?)
- \_\_\_\_\_ Introduction
- \_\_\_\_\_ Toast - Who will be saying toast(s)? \_\_\_\_\_
- \_\_\_\_\_ Blessing
- \_\_\_\_\_ Dinner
- \_\_\_\_\_ Cake Cutting
- \_\_\_\_\_ First Dance
- \_\_\_\_\_ Parent Dance
- \_\_\_\_\_ Garter/Bouquet Toss

*Please Feel Free To Give Me More Details. The More I Know About You & Your Wedding Day...The Better Your Photos Will Be !*