



PRE-EVENT CHECK LIST

Video Diamonds

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CHECK LIST:

Dear *Clients*,

The following will help us produce a higher quality video of your special day.

- 1) For packages including a photograph montage: Please number and label the back of each picture in the order in which you want it to appear. If possible, try to choose pictures several years apart to show yourselves growing up. 8+ of each of you, separately, and 8+ of you, together, is enough (36 to 50 in total). We will reserve the right to exclude photos because of quality, graininess or they are out of focus. Of course we will put in any family photo you want.
- 2) Provide use with a printed list of everyone's name in your wedding party and an invitation **two weeks before your wedding date**. Please check the spelling because the same name can be spelled several ways.
- 3) We are going to be with you for the greater portion of the day. Please make sure the caterer provides us, the photographer, DJ or band with a meal at the same time and in the same area as your guest. When something spontaneous happens we would not want to miss it because we were in another room out of sight.
- 4) In the event that one of your copies is destroyed or lost we can simply make another from the edited master if purchased. If your edited master were destroyed it would mean having to completely edit your wedding over again. So please take care of your edited master.
- 5) We are giving you a complete professional product and reserve the right to ask that others not be in the way during crucial moments. We would not want to miss it because someone was blocking our view.

Second payment due.....\$_____

We look forward to serving you on this very special day of your lives.

Sincerely
James Metzger