

Hiring the Videographer Checklist

- Watch a few tapes from past weddings. Notice whether:
 - The images are clear (not out of focus)
 - The lighting is right (not too dim or too harsh)
 - Sound quality is good.
 - If the tape was edited, the cuts are smooth
 - If special effects were added, they look professional
- Call references and ask:
 - Was the videographer a pleasant presence at their wedding?
 - Did the videographer capture the most important aspects of their wedding?
 - Were they happy overall?
- Book your favorite videographer by phone, send a fax to confirm.
- Finalize decisions as to:

What (ceremony, reception, or both) will be taped _____

The components of the package you're purchasing (if applicable) _____

Special requests (people and events your videographer must catch, songs or pictures to use in editing) _____

- Request a contract and review for the following critical points:
 - Name and contact information for you and the vendor
 - Date, exact times (number of hours), and locations (home, ceremony, reception) where the videographer will work on wedding day
 - Name of the videographer(s) who will be shooting your wedding, as well as the number of assistants
 - Number and kind(s) of cameras to be used
 - Number of videos and DVDs you'll receive, and complete package details (specifics of special editing and so on)
 - Date your unedited video will be ready
 - Date you'll receive your finished, edited video
 - Total cost, with all charges itemized
 - Overtime fee, if applicable
 - Reorder prices, if you should decide to order additional videos later
 - Deposit amount due
 - Balance and date due
 - Cancellation and refund policy
 - Videographer's signature
- Sign final contract.