

Videographer Questions and Comparisons Checklist

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Levan's Catering

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Contact Person:

Contact Person:

Address:

Address:

City:

City:

State:

State:

Zip Code:

Zip Code:

Phone Number:

Phone Number:

Email Address

Email Address:

Web Site Address:

Web Site Address:

QUESTIONS:

Vendor 1

Vendor 2

1. Will you personally be the videographer for our wedding?

2. If the answer is no: When can we meet the videographer whose work I'm seeing so I can see if I feel comfortable with that person/ see if we are on the same wavelength?

3. If you are not talking to the videographer, also ask: If the videographer we want no longer works for your studio when our wedding comes up, what will you do?

4. If you are talking to the videographer: Are you a full-time videographer?

5. How long have you been a wedding videographer, and how many weddings have you videotaped?

6. Have you handled events of my type and size before?		
7. What time do you arrive to setup your equipment?		
8. Hours of service:		
9. Do you bring backup equipment with you?		
10. How many video cameras will cover the event?		
11. How many people will cover the event?		
12. Do you conduct interviews of the guests and wedding party?		
13. Do you provide a written contract and guarantee?		
14. What are your policies regarding proofs?		
15. What are your policies regarding delivery times?		

16. Is a deposit required? If so, how much?		
17. When is the deposit due?		
18. May I make partial payments?		
19. When is the final payment due?		
20. What percentage are the taxes?		
21. What is the overtime charge?		
22. Are there any additional charges not mentioned? (i.e. travel)		
23. Can we get raw footage tape?		
22. What do you charge to make copies?		
23. What are the refunds/cancellation terms?		