

## Agreement for Event Videography

Event Date: \_\_\_\_\_ Email address: \_\_\_\_\_

Client Name: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Client Address: \_\_\_\_\_

1. This constitutes an order for event videography. It is understood that any and all footage, proofs, sample prints and negatives (digital or film) remain the property of Potomac Media, unless other arrangements are made. They may be used for advertising, display or other promotional purpose by Potomac Media.

2. Although all care will be taken with the images, Potomac Media and the videographer limits any liability for loss, damage or failure to deliver images for any reason to return of all deposits made.

3. It is understood that, at the videographer's option, no other videographer, amateur or professional, shall be allowed to capture the event while we are working, and that any breach of this agreement may constitute a reason for non-completion of the job without liability to Potomac Media and loss of payment by signing party.

4. Upon signature, Potomac Media will reserve the time and date agreed upon, and will not make any other reservations for that time and date. For this reason, all retainers are non-refundable, even if the date is changed or the event is cancelled for any reason.

5. A retainer equal to 50% of the package price is due at signing of this contract, with the remainder to be paid upon arrival of the videographer at the event.

All terms of this agreement are understood and agreed upon.

Signature of Videographer: \_\_\_\_\_

Signature of Contracting Party: \_\_\_\_\_

Date of signature: \_\_\_\_\_

Package chosen: \_\_\_\_\_ Deposit: \_\_\_\_\_

Balance Due: \_\_\_\_\_

**Event Checklist, as Part of Contract**

Date of Event: \_\_\_\_\_

Location coverage to begin: \_\_\_\_\_

Event Address: \_\_\_\_\_

Time coverage to begin: \_\_\_\_\_

Estimated time coverage to end: \_\_\_\_\_