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# MSP Wedding Photography

PHOTOGRAPHY & VIDEOGRAPHY

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*Service Packages & Wedding Contract*



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# Congratulations

FROM MSP WEDDING PHOTOGRAPHY

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From our family to yours, congratulations and thank you for looking into our services! Here at MSP our company's direction and goals have been the same since we first opened our photographic service business doors in 1991 in Columbia, MD. And that's to listen to the client's goals, partner with them to ensure their success while providing a wonderful experience and a quality product that will last.

Here, at MSP Wedding Photography, we understand that your wedding day is very important, so capturing the moments of the day in a photojournalistic style is what we consider the best way to capture your story. With our professional staff of photographers, plus the videographers and stylist we have teamed up with, we can offer your event years of experience that will help produce a fun, romantic story like no other—all while having the best time with you doing what we are so very passionate about: wedding photography.

After all: it's all about the love!

# Photography Packages

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And to help tell your story, we offer a wide variety of services and packages to help your event planning goals succeed with flexibility. Whether you'd like to pick one of our pre-set packages or customize one to fit your individual needs, we've got you covered.

## PHOTOGRAPHY PACKAGE #1

Studio or on-location engagement photo session

4 - hours of wedding event coverage

1 lead photographer &  
1 assistant/second shooter

All final event images available for online download from private online gallery 24/7

TOTAL PRICE  
**\$2,000**

## PHOTOGRAPHY PACKAGE #2

Studio or on-location engagement photo session

6 - hours of wedding event coverage

1 lead photographer &  
1 assistant/second shooter

All final event images available for online download from private online gallery 24/7

TOTAL PRICE  
**\$3,000**

BEST SELLER  


## PHOTOGRAPHY PACKAGE #3

Studio or on-location engagement photo session

8 - hours of wedding event coverage

1 lead photographer &  
2 assistants/second shooters

All final event images available for online download from private online gallery 24/7

TOTAL PRICE  
**\$6,000**

## CUSTOM PACKAGE

1 lead photographer: \$250/hour

1 assistant/second shooter: \$100/hour

All final event images available for online download from private online gallery 24/7

With our custom package items, you can also add an hour or two to any package to help make your wedding day as you need it to be with great photographic coverage.

# Shot List

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Do you have a shot list in mind? Great! Please read through and select any and all shots you would like. If you don't see it on our list or if you have a special request, please indicate it in the notes section provided. We also request that you provide our team with a family member who can help identify the family and friends you would like to be in the photos.



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## BEFORE *the* CEREMONY

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- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Wedding dress lying over a chair                   | <input type="checkbox"/> Bride looking into a mirror                         | <input type="checkbox"/> Bride and parents leaving for ceremony              |
| <input type="checkbox"/> Zipping up or buttoning the wedding dress          | <input type="checkbox"/> Bride looking out window                            | <input type="checkbox"/> Groom tying tie                                     |
| <input type="checkbox"/> Mother of the bride fastening the bride's necklace | <input type="checkbox"/> Bride and bridesmaids putting on makeup             | <input type="checkbox"/> Groom looking into mirror                           |
| <input type="checkbox"/> Bride's garter and veil                            | <input type="checkbox"/> Bride touching up                                   | <input type="checkbox"/> Groom pinning corsage/ boutonniere on mother/father |
| <input type="checkbox"/> Bride's shoes peeking out from under the dress     | <input type="checkbox"/> Bride pinning corsage/ boutonniere on mother/father | <input type="checkbox"/> Groom hugging parents                               |
|   | <input type="checkbox"/> Bride hugging parents                               | <input type="checkbox"/> Groom and parents leaving for ceremony              |

## NOTES

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## DURING *the* CEREMONY

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|---|---|--|
| <input type="checkbox"/> Outside of ceremony site                       | <input type="checkbox"/> Close-up of bride, just before she makes her entrance  | <input type="checkbox"/> Exchanging the rings  |
| <input type="checkbox"/> Guests walking into ceremony site              | <input type="checkbox"/> Bride and father walking down aisle  | <input type="checkbox"/> Close up of hands   |
| <input type="checkbox"/> Bride and father entering ceremony site        | <input type="checkbox"/> Groom seeing bride for first time  | <input type="checkbox"/> The kiss  |
| <input type="checkbox"/> Parents being seated                           | <input type="checkbox"/> The back of bride and father walking down the aisle – with the groom waiting in the distance | <input type="checkbox"/> Bride & Groom walking up the aisle                              |
| <input type="checkbox"/> Grandparents being seated                      | <input type="checkbox"/> Bride's father and Bride hugging at end of aisle   | <input type="checkbox"/> Receiving line  |
| <input type="checkbox"/> Maid of honor walking down the aisle           | <input type="checkbox"/> Shot of the audience from the bride and groom's point of view                                | <input type="checkbox"/> Bride & Groom outside on steps                                  |
| <input type="checkbox"/> Bridesmaids walking down the aisle             | <input type="checkbox"/> The unity ceremony   | <input type="checkbox"/> Guests throwing confetti/ rose petals/birdseed                  |
| <input type="checkbox"/> Flower girl and ring bearer walking down aisle | <input type="checkbox"/> Close up of bride and groom saying the vows  | <input type="checkbox"/> Bride & Groom hugging guests, laughing, getting congratulations |
| <input type="checkbox"/> Groom waiting for bride                        | <input type="checkbox"/> Wide shot of bride and groom saying the vows   | <input type="checkbox"/> Bride & Groom getting in car                                    |
| <input type="checkbox"/> Ceremony musicians                             |   | <input type="checkbox"/> Bride & Groom in back seat                                      |
| <input type="checkbox"/> Officiant                                      |   |  |
| <input type="checkbox"/> Altar or canopy during ceremony                |   |  |

## NOTES

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## DURING *the* CEREMONY

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|---|--|--|
| <input type="checkbox"/> Bride alone (full length)                      | <input type="checkbox"/> Table centerpieces and settings                   | <input type="checkbox"/> Groom & Mother dancing                                |
| <input type="checkbox"/> Bride with Maid of Honor                       | <input type="checkbox"/> Bride & Groom's table (head table)                | <input type="checkbox"/> Guests dancing  |
| <input type="checkbox"/> Bride with bridesmaids                         | <input type="checkbox"/> Musicians or DJ                                   | <input type="checkbox"/> Bride & Groom cutting the cake                        |
| <input type="checkbox"/> Groom with bridesmaids                         | <input type="checkbox"/> Guest book  | <input type="checkbox"/> Bride & Groom feeding each other cake                 |
| <input type="checkbox"/> Bride with parents                             | <input type="checkbox"/> Place card table                                  | <input type="checkbox"/> Toasts ( <i>specify who is giving them in notes</i> ) |
| <input type="checkbox"/> Bride & Groom together                         | <input type="checkbox"/> Close-up of bride and groom's place card          | <input type="checkbox"/> Bride & Groom drinking champagne                      |
| <input type="checkbox"/> Bride & Groom with parents                     | <input type="checkbox"/> Wedding cake                                      | <input type="checkbox"/> Signing the marriage license                          |
| <input type="checkbox"/> Bride & Groom with families                    | <input type="checkbox"/> Groom's cake                                      | <input type="checkbox"/> Bride throwing bouquet                                |
| <input type="checkbox"/> Bride & Groom with entire wedding party        | <input type="checkbox"/> Gift table  | <input type="checkbox"/> Groom retrieving garter                               |
| <input type="checkbox"/> Bride & Groom with flower girl and ring bearer | <input type="checkbox"/> Decorations ( <i>specify in notes</i> )           | <input type="checkbox"/> Groom tossing garter                                  |
| <input type="checkbox"/> Groom with parents                             | <input type="checkbox"/> A shot of bride & groom with guests at each table | <input type="checkbox"/> Garter/Bouquet dance                                  |
| <input type="checkbox"/> Groom with best man                            | <input type="checkbox"/> Bride with college alums                          | <input type="checkbox"/> The getaway car                                       |
| <input type="checkbox"/> Groom with groomsmen                           | <input type="checkbox"/> Groom with college alums                          | <input type="checkbox"/> Bride & Groom leaving party                           |
| <input type="checkbox"/> Bride with groomsmen                           | <input type="checkbox"/> The buffet or dinner serving                      | <input type="checkbox"/> Bride & Groom driving away                            |
| <input type="checkbox"/> Outside of reception site                      | <input type="checkbox"/> Bride & Groom's first dance                       |  |
| <input type="checkbox"/> Bride & Groom arriving                         | <input type="checkbox"/> Bride & Father dancing                            |  |
| <input type="checkbox"/> Bride & Groom greeting guests                  |  |  |

## NOTES

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# Wedding Contract

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## CONTACT INFORMATION

Bride's Name: \_\_\_\_\_

Groom's name: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

## WEDDING INFORMATION

Ceremony address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Reception address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Wedding coordinator's name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Wedding date and time: \_\_\_\_\_

Wedding rehearsal address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Rehearsal date and time: \_\_\_\_\_

## AGREEMENTS AND TERMS

*This agreement constitutes an order for wedding photography services. At the conclusion of wedding, the photographer will upload your wedding digital files onto a private password protected online gallery for you to view and purchase your images. Also, you may share your gallery with family and friends.*

**ENTIRE AGREEMENT:** This agreement contains the entire understanding between Martin Studio Photography, LLC (MSP) and the CLIENT. It supersedes all prior and simultaneous agreements between the parties. The only way to add or change this agreement is to do so in writing, signed by all the parties. If the parties want to waive one provision of this agreement that does not mean that any other provision is also waived. The party against whom a waiver is sought to be effective must have signed a waiver in writing.

**RESERVATION:** *A signed contract and retainer fee of 25% of package price is required to reserve the specified coverage.* Once we have your mailed contract we will send you an invoice for the retainer fee through PayPal.com. (You do not need to have an account.)

**PRE-EVENT CONSULTATION:** The parties agree to a pre-event consultation before the event date in order to finalize the actual shooting times, locations, and deliver the CLIENT'S request list (in writing) for specific photographs to MSP. (This can take place at the rehearsal as well.)

The client will be responsible for, or have someone designated, to identify people of whom specific photographs are desired. The photographer will not be held accountable for not photographing desired people from the list if there is no one to assist in identifying people or gathering people for photograph(s), or the desired people are off doing errands, projects, or other tasks which preclude them from being found and available to be included in photographs.

The bride and or groom agree to set aside enough time before to complete all requested pre-wedding ceremony photographs 30 minutes before the start of the wedding. Allocate 3 minutes per requested individual or group photo as a time guide. At least 30-45 minutes of time must also be planned after the wedding ceremony to gather people for photographs that could not be obtained during or before the wedding. If the bride's or groom's late arrival, or other people, prevents all the desired images from being taken the photographer shall not be held liable for lack of time to take desired photographs.

**COOPERATION:** The parties agree to cheerful cooperation and communication for the best possible result within the definition of this assignment. Martin Studio Photography is not responsible if key individuals failure to appear or cooperate during photography sessions or for missed images due to details not revealed to Martin Studio Photography.

Martin Studio Photography recommends that the CLIENT designate an "event guide" to point out important individuals for informal or candid photographs to the photographer (see above) during the wedding that they wish to have photographed.

**PLEASE NOTE:** *Client agrees that Martin Studio Photography, LLC will be the only hired company to photograph your wedding at anytime during your special day.*

**SHOOTING TIME / ADDITIONS:** The photography schedule and selected methodology are designed to accomplish the goals and wishes of the CLIENT in a manner enjoyed by all parties. CLIENT and Martin Studio Photography, LLC agree that cheerful cooperation and punctuality are therefore essential to that purpose. Shooting commences at the scheduled start time hired.

**HOUSE RULES:** The photographer is limited by the guidelines of ceremony official or reception site management. CLIENT agrees to accept the technical results of their imposition on the photographer. Negotiation with the officials for moderation of guidelines is CLIENT's responsibility; Martin Studio Photography, LLC will offer technical recommendations only.

**START/STOP TIMES:** The Hourly photographic fee starts when MSP arrives at a site and is setup. This starts 1/2 hour before the couple wants the first picture taken. The clock stops when the bride / groom states that MSP can depart and all equipment deployed has been packed away. Weddings five hours or more, the MSP staff must break for nourishment and fluids. This is usually done at the reception while guest are doing the same.

**INITIAL SITE VISIT:** MSP does not charge travel or hourly fees when scouting out the wedding site when it is located in the local commuting area (within 60 miles.) Normally done during the rehearsal.

**COPYRIGHTS:** *Until final payment for services rendered is made, all photographs produced by Martin Studio Photography LLC, are protected by Federal Copyright Law (all rights reserved) and may not be reproduced in any manner without Martin Studio Photography explicitly written permission.*

**QUANTITY OF IMAGES TAKEN AND TAKING OF SIMILAR IMAGES:**

In order to ensure that the pictures desired by the couple is recorded and preserved for them, and to lessen the possibility of equipment or photographer error, there are some poses and group shots that will be taken multiple times and or with multiple cameras. This is done to ensure that if a person blinks, distractions in the background, which are not initially seen, hair, clothes or equipment (camera, flash, or some other item) fails to work as expected another image using the same or different camera has also recorded a similar image. ***This means that there could be multiple similar images delivered to the client.***

Group photos will require more images be taken so as to ensure that a great image is captured. All images captured goes through MSP's Quality Assurance Program, MSP decides what images are suitable to represent the company and that will be given to the client.

Multiple cameras. When photographs are taken with multiple different cameras, each one will have a different type of lens on it. This results in slight perspective changes (wide angle on one camera, standard lens, or a telephoto lens on a camera) and thus also more variety to choose from while performing the "insurance" function at the same time.

**MODEL RELEASE:** The CLIENT hereby grants to Martin Studio Photography, LLC and its legal representatives and assigns, the irrevocable and unrestricted right to use and publish photographs of the CLIENT or in which the CLIENT may be included, for editorial, trade, advertising and any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same. The CLIENT hereby releases Martin Studio Photography, LLC and its legal representatives and assigns from all claims and liability relating to said photographs. MSP will endeavor to notify clients before images are used.

**LIMIT OF LIABILITY:** In the unlikely event that the photographer is injured or becomes too ill to photograph the event, Martin Studio Photography, LLC will make every effort to secure a replacement photographer. If the situation should occur and a suitable replacement is not found, responsibility and liability is limited to the return of all payments received for the event package. Martin Studio Photography, LLC takes the utmost care with respect to exposure, transportation, and processing the photographs. However, in the unlikely event that photographs have been lost, stolen, or destroyed for reasons within or beyond Martin Studio Photography, LLC control, Martin Studio Photography, LLC liability is limited to the return of all payments received for the event package. The limit of liability for a partial loss of originals shall be a prorated amount of the exposures lost based on the percentage of total number of originals.

**SECURITY DEPOSITS:** In the event of cancellation, the 25% security deposit/retainer paid is non-refundable. It shall be liquidated damages to Martin Studio Photography, LLC in the event

of a breach of contract by CLIENT. The CLIENT shall also be responsible for payment to Martin Studio Photography, LLC for any special materials charges incurred up to time of cancellation.

**CHANGE OF DATES:** If after a contract is signed the CLIENT changes the wedding date or times there will be no charge to move to the new date and time if there is no scheduling conflict. ***You must submit a revised contract for it to be accepted by MSP.*** If, however, another event has already been secured that same day and time or conflicts in anyway, and MSP is not available, then your contract is canceled and the deposit is ***not refunded.*** (We will, of course, help you locate another photographer.)

**PAYMENTS:** You will receive by email an itemized invoice through PayPal once we have your completed signed contract where we keep track of your none refundable retainer fee as well as your wedding total payments.

***Your wedding invoice must be paid in full TWO-WEEKS prior to your wedding date. NO EXCEPTIONS.***

If you have any questions, please reach out at anytime!

Peace and blessings,

Jeff Martin

Owner / Lead Photographer