



308-762-7655  
210 Box Butte Ave. PO Box 464  
Alliance, NE 68301

## Wedding Photography Agreement

Wedding Day \_\_\_\_\_

Bride's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/ZIP \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Workplace \_\_\_\_\_  
 email address \_\_\_\_\_

Groom's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/ZIP \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Workplace \_\_\_\_\_  
 email address \_\_\_\_\_

Address after the wedding  
 Address \_\_\_\_\_  
 City/State/ZIP \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Work Phones \_\_\_\_\_  
 email address \_\_\_\_\_

Wedding Coverage \_\_\_\_\_

Album Style \_\_\_\_\_

Time Covered \_\_\_\_\_ Photographer scheduled from \_\_\_\_\_ to \_\_\_\_\_

Special Arrangements: Travel (\$.50/mile both ways) \_\_\_\_\_ Split Forms (\$100) \_\_\_\_\_ Overtime (\$200/hr) \_\_\_\_\_

Other: \_\_\_\_\_

Wedding Day Information  
 Wedding Date \_\_\_\_\_ Time of Ceremony \_\_\_\_\_ Reception Time (follows ceremony) \_\_\_\_\_ other \_\_\_\_\_  
 Church \_\_\_\_\_ Address \_\_\_\_\_  
 Minister \_\_\_\_\_ Coordinator or other assistants \_\_\_\_\_  
 Reception \_\_\_\_\_ Address \_\_\_\_\_

My signature indicates that I have read, initialed and agreed to the policies on the attached form.

Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Studio Representative \_\_\_\_\_ Date \_\_\_\_\_

## Studio Wedding Policies - Contract

\_\_\_\_\_ It is understood that Steph's Studio is the exclusive official photographer retained to perform the photographic services requested on this contract. Guests and relatives with cameras taking photographs will be permitted only by our discretion. We take pride in our work, and we want to provide you with the fastest service while maintaining high standards and quite frankly this is our livelihood. Also, the studio flashes that we bring to most weddings can be triggered by someone else's flash. This means that portraits may not be exposed properly and blinks are more common. We request that you help in this sometimes delicate area, especially during the formal, posed photographs that we arrange for you.

\_\_\_\_\_ Steph's Studio may substitute another photographer to take the photographs in the event of Steph's illness or of scheduling conflicts. In the event of such substitution Steph's Studio warrants that the photographer taking the photographs shall be a competent professional.

\_\_\_\_\_ No part of any order will be delivered until the balance is paid in full.

\_\_\_\_\_ Steph's Studio reserves the right to use the image files for advertising, display, publication, competition or other purposes without compensation to the Client. Negatives and copyright remain the exclusive property of Steph's Studio. NOTICE OF COPYRIGHT: It is ILLEGAL to copy or reproduce these photographs elsewhere without the written permission of Steph's Studio, and violators of this Federal Law will be subject to its civil and criminal penalties.

\_\_\_\_\_ Booking a wedding and other payments - We work on a first come first serve basis. Upon signature and payment of \$500 retaining fee\*, Steph's Studio shall reserve the time and date agreed upon, and will not make other reservations for that time and date. For this reason, in the event of postponement or cancellation of the wedding agreement, the initial retainer fee will be refunded as follow:

90 days or more prior to the event = 50% refund, 50% studio credit.

60-90 days prior to the event = 50% studio credit.

Less than 60 days prior to the event = no refund available.

Full payment of the Wedding coverage is due no later than 2 weeks prior to the wedding. Any additional orders are to be paid in full at the time they are ordered. (Ask us how any of those additional orders can receive 20% off.

\*All retainer fees apply to the wedding coverage selected.

\_\_\_\_\_ Steph's Studio has reserved \_\_\_\_\_ hours before the ceremony with the client for wedding portraits. If for any reason the key people involved with the photography named on the check off sheet are not present during the time or are late, no guarantee can be made that all of the choices can be photographed and no compensation can be made.

\_\_\_\_\_ If Steph's Studio cannot perform this contract due to fire or other casualty, strike, act of God, or causes beyond the control of the parties, or due to Steph's illness or emergency, then Steph's shall return the retaining fee and Wedding Coverage Fee's to the client but shall have no further liability with respect to the contract. This limitation of liability shall also apply in the event that photographic materials are damaged in processing, lost through camera malfunction or otherwise lost or damaged without the fault on the part of Steph's Studio. In the event Steph's Studio fails to perform for any other reason, Steph's Studio shall not be liable for any amount in excess of the retail value of the clients order or Wedding Coverage Fee.

\_\_\_\_\_ Client is aware that color dyes in photographs may fade or discolor over time due to the inherent qualities of dyes, and the client releases Steph's Studio from any liability for any claims whatsoever based upon fading or discoloration due to such inherent qualities.

< Over - see next page. >

The logo for Steph's Studio Alliance, NE. It features a stylized signature 'Steph's' in a cursive font, with 'Studio' in a bold sans-serif font below it. Underneath 'Studio' is 'Alliance, NE' in a smaller sans-serif font, and at the bottom is the website address 'www.stephsstudio.com'.

\_\_\_\_\_ The charges in this Contract are based on Steph's Studio standard Wedding Price List. This price list is adjusted periodically and future orders shall be charged at the prices in effect at the time when the order is placed.

\_\_\_\_\_ This Contract incorporates the entire understanding of the parties. Any modifications of this Contract must be in writing and signed by both parties.

\_\_\_\_\_ *Wedding Consultation...*

This is a must at our studio. Every wedding we photograph is unique. It is critical for Steph to have a consultation with you to plan the photographs on the wedding day. This is one of the biggest days of your lives and we want to make sure to capture all the images that are important to you. An ideal time to schedule the consultation is immediately following your engagement session. Parents are welcome to the consultation as well.

\_\_\_\_\_ *Viewing and Selecting your images...*

For a limited time all of your wedding images will be viewed thru paper proofs. Please ask about other ways to view your images including CD albums and contact sheets.

\_\_\_\_\_ *How long will orders take? ...*

The following estimates are for orders placed between January and June. Orders placed after that date (during our busiest wedding re-order time and "senior season") may take a few weeks longer. The bridal album will be completed approximately 6-10 weeks after the layout is designed and ordered. Reorders take 3-4 weeks to be completed and packaged. Orders placed after October 1st. may not make it back for Christmas. Please make sure to talk to us if you have some prints that you are planning for Christmas giving.

\_\_\_\_\_ *Retouching, Glass Glare, etc...*

Any prints that are 5x7 and larger will include our basic retouching. This will take care of a few small blemishes. More extensive work such as glass glare, more severe acne, stray hairs, etc. can be taken care of for an additional fee. Please ask for an estimate.

\_\_\_\_\_ *Artwork and Special effects ...*

With the wonderful world of digital, special effects, artwork, imprinting on images is now available. We are still establishing the cost of some of these services but the following estimates may give you some ideas...  
 Imprinting favorite phrase or names on an image \$10  
 A Black and White portrait with the bride's bouquet tinted with color. \$15-\$20 (groom with only boutonniere tinted - \$10)  
 Collage pages ... about \$20-\$50 depending upon the number of images being combined.

The Terms of this agreement are accepted by:

Client (Groom)	Date	Stephanie Mantooth ~ Steph's Studio Photographer	Date
Client (Bride)	Date	Client Responsible for wedding coverage fee	Date

# Wedding Information Sheet

To be able to cover your wedding day as completely as possible it is absolutely necessary to start all photographs on time. Please be sure to take a few extra moments to emphasize this point to all wedding party and family members. Thank You.

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Name you prefer \_\_\_\_\_ Name you prefer \_\_\_\_\_

Glasses \_\_\_ Contacts \_\_\_ Height \_\_\_\_\_ Glasses \_\_\_ Contacts \_\_\_ Height \_\_\_\_\_

Children \_\_\_\_\_

\_\_\_\_\_

## Bride's Family

## Groom's Family

Mother \_\_\_\_\_

Stepfather? \_\_\_\_\_

Address \_\_\_\_\_

Mother \_\_\_\_\_

Stepfather? \_\_\_\_\_

Address \_\_\_\_\_

Father \_\_\_\_\_

Stepmother? \_\_\_\_\_

Address \_\_\_\_\_

Father \_\_\_\_\_

Stepmother? \_\_\_\_\_

Address \_\_\_\_\_

Sibling \_\_\_\_\_ Spouse \_\_\_\_\_

Children (and ages) \_\_\_\_\_

Sibling \_\_\_\_\_ Spouse \_\_\_\_\_

Children (and ages) \_\_\_\_\_

Sibling \_\_\_\_\_ Spouse \_\_\_\_\_

Children (and ages) \_\_\_\_\_

Sibling \_\_\_\_\_ Spouse \_\_\_\_\_

Children (and ages) \_\_\_\_\_

Sibling \_\_\_\_\_ Spouse \_\_\_\_\_

Children (and ages) \_\_\_\_\_

Sibling \_\_\_\_\_ Spouse \_\_\_\_\_

Children (and ages) \_\_\_\_\_

Sibling \_\_\_\_\_ Spouse \_\_\_\_\_

Children (and ages) \_\_\_\_\_

Sibling \_\_\_\_\_ Spouse \_\_\_\_\_

Children (and ages) \_\_\_\_\_

Sibling \_\_\_\_\_ Spouse \_\_\_\_\_

Children (and ages) \_\_\_\_\_

Sibling \_\_\_\_\_ Spouse \_\_\_\_\_

Children (and ages) \_\_\_\_\_

Sibling \_\_\_\_\_ Spouse \_\_\_\_\_

Children (and ages) \_\_\_\_\_

Sibling \_\_\_\_\_ Spouse \_\_\_\_\_

Children (and ages) \_\_\_\_\_

Grandparents \_\_\_\_\_

Grandparents \_\_\_\_\_

Other family notes: \_\_\_\_\_

Other family notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Standing up with the Bride...

Please give their relationship to the Bride.

Maid (Matron) of Honor \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_

Flower Girl \_\_\_\_\_ age \_\_\_\_\_

Miniature Bride \_\_\_\_\_  
Others \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Standing up with the Groom...

Please give their relationship to the Groom.

Best Man \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_

Ring bearer \_\_\_\_\_ age \_\_\_\_\_

Miniature Groom \_\_\_\_\_  
Others \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ushers \_\_\_\_\_  
\_\_\_\_\_

Candle lighters \_\_\_\_\_  
Others \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other special people and their relationship to you: \_\_\_\_\_  
\_\_\_\_\_

Wedding Colors \_\_\_\_\_

Special Ceremonies, Activities, etc. \_\_\_\_\_

Tell us a little about your wedding dress and the Groom's tux \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What type of decorations and little details are you doing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Details? \_\_\_\_\_  
\_\_\_\_\_

Estimated # of guests \_\_\_\_\_

Train Length \_\_\_\_\_

Veil Style and Length \_\_\_\_\_

Who will walk Bride down the aisle? \_\_\_\_\_

Guest Book Attendant \_\_\_\_\_

Gift table attendant \_\_\_\_\_

Receiving Line? \_\_\_\_\_ Where? \_\_\_\_\_

Greeting Guests at the pews? \_\_\_\_\_

Exiting the church, special ride? \_\_\_\_\_

Split Formals? \_\_\_\_\_ If so see additional fee.

Reception Notes...

Host and Hostess? \_\_\_\_\_

Hors d'oeuvres \_\_\_\_\_ buffet? \_\_\_\_\_ Seated Dinner? \_\_\_\_\_

Cake Cutting? \_\_\_\_\_ Toast(s) \_\_\_\_\_

by whom? \_\_\_\_\_

Are cake and punch servers family? \_\_\_\_\_

how many? \_\_\_\_\_ Who? \_\_\_\_\_

Garter and Bouquet Toss? \_\_\_\_\_  
\_\_\_\_\_