



Hello to one of our favorite couples!

I hope you are both doing great! It's that time for your pre-wedding consultation – so exciting! Please fill out the Wedding Photo Information Form need the attached form filled out, along with the checklist below. I can't wait for your wedding, it's going to be a beautiful day!

*Wandering Bella Photography*



## PRE-WEDDING CHECKLIST

### \_\_\_ Pre wedding consultation:

It is important to schedule your pre-wedding consultation two weeks to a month before your wedding. At this meeting, please bring the attached wedding information form, a list of formals you would like taken at your wedding, the tentative schedule of your wedding day (I can help you plan everything in terms of how long things will take), one of your wedding invitations, and addresses of each location you would like me to go to.

### \_\_\_ List of Formals:

As you think about your wedding day schedule, be aware that you need to schedule enough time for each photo - I usually suggest to my couples that they allow approx. 5-7 minutes PER formal photo. Please be aware that while we DO work off of a photo list for the formal photos, we do not follow a list for the rest of the day. Our experience has been that reviewing a multi page list of "must have" photos precludes concentrating on the actual events and special moments of day. Since this is what you've hired us to capture, we prefer to determine those moments as they happen. Of course if there is a specific photo that you want taken, we are happy to do so!

### \_\_\_ Payment

Please note that payment is due 30 days before the wedding. It may be easier to bring that payment with you to the pre-wedding consultation if you feel as though you might forget!

### \_\_\_ Timeline

Adhering to a wedding day timeline is of utmost importance. If you are running late, there is a high probability you will not get the photographs you want. Please be conservative when scheduling wedding day activities, and assign a bridesmaid/groomsman with helping you to run on schedule. If you have decided to have formals in a church or temple after the ceremony, make sure to ask permission from ceremony location to confirm that you are allowed to stay after the ceremony.

### \_\_\_ Flowers

I highly recommend you have your flowers dropped off to you at your getting ready location, not at the ceremony location. This saves you a lot of stress and provides you with the opportunity to take photos with your flowers before the ceremony.

### \_\_\_ Proofs

Approximately three-four weeks after your wedding the online proofs will be available for viewing. After you receive your proofs, you will design your album and select prints by choosing some of your favorite images and asking us to design it.

### \_\_\_ Guest "photographers"

I recommend you review our wedding photography contract before your wedding, paying particular attention the section that refers to other people photographing while I am taking photographs. On numerous occasions, this has ruined wedding photographs due to flashes going off while I am trying to take a photo, or people looking in the wrong direction during formals. In order to make the most out of your photography investment, I recommend you ask your guests to refrain from flash photography during the ceremony in your program and ask them to not take any photos during the formals. This section of the contract also applies to videographers carrying still cameras.

### \_\_\_ Engagement session

In the event that you had an engagement session and would like to feature an image or book at your wedding, please note that most of those products need to be ordered now! Any items ordered close to your wedding could be subject to a rush shipping charge.



## CLIENT INFORMATION

### BRIDE

Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

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

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### GROOM

Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

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

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Other Client:

Full Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Location(s) for Shoot/Event:

☐ Home Address: \_\_\_\_\_

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

Date: \_\_\_\_\_ Time: \_\_\_\_\_ (AM/PM)

☐ Ceremony Location: \_\_\_\_\_

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

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

Date: \_\_\_\_\_ Time: \_\_\_\_\_ (AM/PM)

☐ Reception Location: \_\_\_\_\_

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

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

Date: \_\_\_\_\_ Time: \_\_\_\_\_ (AM/PM)



## PACKAGE AND PAYMENT INFORMATION

### Package Details

Photography Package Selection: \_\_\_\_\_

Package Cost: \$ \_\_\_\_\_

Additional Purchases: \$ \_\_\_\_\_

Travel Fees: \$ \_\_\_\_\_

Discounts: \$ \_\_\_\_\_

**TOTAL COST: \$ \_\_\_\_\_**

### Payment Plan Option Selection:

☐ Option 1

☐ Option 2

☐ Custom Plan

Retainer Fee: \$ \_\_\_\_\_

Received: ☐ No ☐ Yes, Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Signatures:

Client \_\_\_\_\_ Date \_\_\_\_\_

Client \_\_\_\_\_ Date \_\_\_\_\_

W.B. Studios Lead Photographer \_\_\_\_\_ Date \_\_\_\_\_

W.B. Studios Finance Manager \_\_\_\_\_ Date \_\_\_\_\_



## PAYMENT PLAN OPTIONS

[ ____ ] Option 1	[ ____ ] Option 2	[ ____ ] Custom Option
<p><b>50%</b> Due at Contract Signing <i>(partially-refundable)</i></p> <p><b>50%</b> Due 5 days before the wedding <i>(non-refundable)</i></p>	<p><b>50%</b> Due at Contract Signing <i>(partially-refundable)</i></p> <p><b>25%</b> Midpoint between wedding and contract signing date <i>(non-refundable)</i></p> <p><b>25%</b> Due 5 days before the wedding <i>(non-refundable)</i></p>	<p>_____ % Due _____ <i>(non-refundable)</i></p> <p>_____ % Due _____ <i>(non-refundable)</i></p> <p>_____ % Due _____ <i>(non-refundable)</i></p> <p>_____ % Due _____ <i>(non-refundable)</i></p>

\*Be sure to review the official Terms and Conditions for more details.



## TERMS AND CONDITIONS

This is a legally binding contract for photography services to be provided by Wandering Bella Photography and/or individuals subcontracted to do work for Wandering Bella Photography. The CLIENT agrees to the following terms and conditions:

[ \_\_\_\_\_ ] **AGREEMENT OVERVIEW:** This agreement contains the entire understanding between WANDERING BELLA Photography 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 (see Amendments) signed by all the parties.

[ \_\_\_\_\_ ] **SERVICES PROVIDED:**

- Wandering Bella Photography will consult with the clients prior to the photo-shoot/event to review any requests with regard to desired images, go over timeline for event, and if possible view the venue in advance of the event.
- On the day of the event, the photographer will arrive at the contracted starting time, provide photography services throughout the event and conclude services at the agreed on time, unless client and photographer agree to extend services at the rate of \$75/hr (per hour).
- The photographer will review all images from the event and edit those that are in keeping with the highest quality and style of the photographer's work. The photographer reserves the right to withhold any images not in keeping with the Wandering Bella Photography standards. Client can expect around 250 final images from a 6-hour booking.
- The package fee includes digital files at low-resolution (suitable for printing up to 5x7) delivered via digital download, reprint permission. Full resolution images with reprint permission on a keepsake USB drive or DVD are also provided.
- Wandering Bella Photography will present your digital proofs via online gallery within 45 days following the photo shoot/ event date, and deliver the final files within 90 days. Additional ordering may be arranged via phone or in-person meeting, and orders placed with your photographer are typically delivered within 4 weeks of ordering. Payment plans are available on product orders over \$750. Your online gallery remains available for 45 days.
- Wandering Bella Photography is honored to be chosen as your photographer and will strive to exceed your expectations and provide images that delight you.

[ \_\_\_\_\_ ] **AMENDMENTS:** This contract has been freely negotiated and shall be recognized as the entirety of the agreement. Only those changes or modifications specifically placed in writing, attached, dated and signed by the CLIENT and Wandering Bella Photography at the time of acceptance of this contract shall be recognized as amendments to this contract

[ \_\_\_\_\_ ] **RETAINER:** Upon your signature, Wandering Bella Photography will reserve the time and date agreed upon, and will not make other reservations for that time and date. For this reason, a retainer fee is required to hold the date of the CLIENT's shoot/event. No date is reserved until a retainer is received. The retainer (as discussed by Wandering Bella Photography and the CLIENT) is to be paid at the time of signing the contract. The balance of the complete package price must in (photo-shoot) in FULL the day of the shoot, (weddings/events) at least 30 days before the event date. If final payment is not received as set forth herein, Wandering Bella Photography reserves the right to withhold delivery of the images and or

forfeit attendance at requested shoot/event until payment is received.

[ \_\_\_\_\_ ] **ADDITIONAL EXPENSES:** For all photo shoots/events outside of a 50 mile radius from the Wandering Bella location, the CLIENT agrees to pay all travel, mileage and lodging expenses. In the event of severe weather, including but not limiting, a blizzard, severe rain storm or other unforeseeable events Wandering Bella Photography may make the decision that it's unsafe to drive home, and hotel stay may be billed to the client. CLIENTS are also responsible for all location fees and permits.

[ \_\_\_\_\_ ] **EXPENSE REIMBURSEMENTS:** The CLIENT agrees to reimburse Wandering Bella Photography for all reasonable expenses relating directly to the photo-shoot/event itself. For example, parking fees, destination travel fees, accommodations, etc. Wandering Bella Photography will bill the CLIENT after the event. Both parties agree to discuss this thoroughly to avoid any surprises as to what will constitute an expense and Wandering Bella Photography agrees to supply expense receipts if so requested.

[ \_\_\_\_\_ ] **METHOD(S) OF PAYMENT:** Payment may be made by CASH or CHECK (payable to Trudian M. Trail). There is a \$50 charge on payments returned for ANY reason. The CLIENT assumes responsibility for any and all collection costs and legal fees incurred by Wandering Bella Photography in the event that enforcement of this contract becomes necessary.

[ \_\_\_\_\_ ] **CHANGE OF DATE OR VENUE:** Wandering Bella Photography, must be notified immediately of any changes in schedule or location, at least one week prior to the scheduled shoot date/date of event. Notification of any changes can be made by phone along with written notice sent via email for documentation. If an email is sent, a confirmation of receipt must be in writing. It is the client's responsibility to confirm all arrangements at least 7-10 days prior to the event. In the event of change of address or contact information (time, etc.) as listed, you must notify Wandering Bella Photography.

[ \_\_\_\_\_ ] **CANCELLATION:** In the event of cancellation, the retainer paid is non-refundable. Notice of must be provided in writing at least 60 days before the event date. The remaining funds shall be liquidated for damages to Wandering Bella Studios in the event of a cancellation, or breach of contract by the CLIENT. All arrangements for cancellations must be provided in writing, even if a phone call was made.

[ \_\_\_\_\_ ] **EVENT FOOD SERVICE (if applicable):** The CLIENT does or does not agree to provide a meal for Wandering Bella Photography and those employed by photographer.

Yes: \_\_\_\_\_ No: \_\_\_\_\_ No. of Meals: \_\_\_\_\_

[ \_\_\_\_\_ ] **EXCLUSIVE PHOTOGRAPHER:** Wandering Bella Photography shall be the exclusive photographer(s) retained by the client for the purpose of photographing the requested photo-shoot/event. Family and friends of the clients and other vendors shall not interfere with the photographer's duties. Guests will be asked to refrain from taking flash photographs at certain intervals of wedding services to ensure proper exposure of images.

[ \_\_\_\_\_ ] **FAILURE TO PERFORM:** If the Photographer cannot perform this Agreement due to any unforeseen circumstance including, fire or other casualty, strike, act of God, or other cause beyond the control of the parties, or to Photographer's illness, requested photographs not taken or missed, lack of coverage resulting from weather conditions, or schedule complications caused by but not limited to, anyone in or at the event, or by the church or location restrictions, then the Photographer shall return the retainer to the Client but shall have no further liability with respect to the Agreement. It is acknowledged that any lists submitted to Wandering Bella Photography will be used for organizational purposes only and in no way represents photography that will actually be produced. Wandering Bella Photography will do its best to fulfill all requests but can make no guarantees all images will be delivered. This limitation on liability shall also apply in the event that photographic materials are damaged in processing, lost through camera malfunction, lost through computer malfunction, lost in the mail, or otherwise lost or damaged without fault on the part of the Photographer. In the event the Photographer fails to perform for any other reason, the Photographer shall not be liable for any amount in excess of the retail value of the Client's order.



[ \_\_\_\_\_ ] **PROOFS & PHOTO SELECTION:** Proof photographs shall be delivered to the CLIENT on CD or via the web. The CLIENT shall provide the Photographer with a written list of the proof images from which final photographs are to be prepared, and specify the number and format(s) of the final photograph to be delivered for each proof image, within 10 days of receipt of proofs.

[ \_\_\_\_\_ ] **COMPLETION SCHEDULE:** Images are expected to be prepared for proofing within 3-4 weeks of the event date. Final editing and CD/DVD creation is expected within 6 weeks from proof selection (see Proofs & Photo selection). Printed items and albums may require additional time.

[ \_\_\_\_\_ ] **PRE-EVENT CONSULTATION:** It is strongly recommended that THE CLIENT(S) schedule a pre-shoot consultation before the shoot date to finalize the actual shooting times and locations.

[ \_\_\_\_\_ ] **CREATIVE RIGHTS:** The CLIENT shall assist and cooperate with the Photographer in obtaining the desired photographs, including but not limited to specifying persons and/or scenes to be photographed; taking time to pose for photographs at the Photographer's direction; providing a person to guide the Photographer to desired persons and/or scenes; pre-shoot consultations, etc. The Photographer shall not be responsible for photographs not taken as a result of the CLIENT'S failure to provide reasonable assistance or cooperation. Images may be edited at the photographer's discretion, and delivered images may not include all images shot. The photographer reserves the creative right to edit and release only those deemed professional in quality and within the photographer's artistic standards.

[ \_\_\_\_\_ ] **COOPERATION:** The parties agree to cheerful cooperation and communication for the best possible result within the definition of this assignment. WANDERING BELLA Photography is not responsible if key individuals fail to appear or cooperate during photography sessions or for missed images due to details not revealed to WANDERING BELLA Photography during the consultation, in writing or verbally.

[ \_\_\_\_\_ ] **IMAGES and COPYRIGHTS:** the photographs produced by WANDERING BELLA Photography are protected by Federal Copyright Law (all rights reserved) and may not be reproduced in any manner without WANDERING BELLA Photography's explicitly written permission. Upon final payment by the client, the client has limited copyright ownership of the resulting images which may be used only for personal use and may not be copied, or reprinted without express permission of WANDERING BELLA Photography. This permission is included with high resolution disks, with which the owner may make prints for personal use and sharing, as well as use for their personal blogs, sites, and social networks. The Client must obtain written permission from, and compensate WANDERING BELLA Photography prior to the CLIENT, or its friends/relatives publishing or selling the images for any kind of profit.

Wandering Bella Photography agrees to grant image rights to the wedding couple with a non-exclusive, limited, perpetual license. This license allows the wedding couple to do the following with the images:

- I. display the images;
- II. print the images;
- III. make "derivate works" of the images or otherwise modify;
- IV. edit or manipulate the electronic files;
- V. copy the electronic files or the printed images;
- VI. upload, email, or electronically transfer the images or files; and,
- VII. publish the images on personal websites or social media websites.

THIS LICENSE WILL PROHIBIT COUPLES FROM THE FOLLOWING:

- I. REFERENCING OR CREDITING WITHOUT PERMISSION WRITTEN OR ORALLY, THAT WANDERING BELLA PHOTOGRAPHY PRODUCED THE IMAGE/S.
- II. APPLYING FOR COPYRIGHT REGISTRATION OR SELLING OF ANY IMAGE OR ELECTRONIC FILES SUPPLIED BY WANDERING BELLA PHOTOGRAPHY.

[ \_\_\_\_\_ ] **RELEASE:** Permission is hereby granted to Wandering Bella Photography to use any images created under this contract for professional samples, displays, internet website pages, advertising, exhibitions, contests, and any other purpose.

[ \_\_\_\_\_ ] **CD/DVD STORAGE:** Wandering Bella Photography recommends you back up your images on another media format other than CD/DVD, making multiple copies of CDs/DVDs every year to insure the images for years to come. Wandering Bella Photography cannot be held responsible for the failure of CDs/DVDs due to mishandling. It is the client's responsibility to keep several copies of any CDs/DVDs in more than one location, and back the images up on another format such as a hard drive.

[ \_\_\_\_\_ ] **SUBSTITUTION:** In the event of illness or sudden event out of the control of both parties, Wandering Bella Photography will attempt to substitute a photographer at no cost to client. In the event of such substitution, Photographer warrants that the photographer taking the photographs shall be a competent professional. This contract will be transferable to said photographer.

[ \_\_\_\_\_ ] **LIMIT OF LIABILITY:** In the unlikely event that the photographer is injured or becomes too ill, or has an extreme emergency that prevents him from photographing the event, WANDERING BELLA Photography will make every effort to reschedule the event. If for whatever reason this is not possible, responsibility and liability is limited to the return of all payments received for the package purchased. WANDERING BELLA Photography 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 WANDERING BELLA Photography's control, WANDERING BELLA Photography liability is limited to the return of all payments received for the portrait package.

The parties have read all pages of this Agreement, agree to all its terms, and acknowledge receipt of a complete copy of the Agreement signed by both parties. Each person signing as Client below shall be fully responsible for ensuring that full payment is made pursuant to the terms of this Agreement.

Client \_\_\_\_\_

Date \_\_\_\_\_

Client \_\_\_\_\_

Date \_\_\_\_\_

W.B. Studios Lead Photographer \_\_\_\_\_

Date \_\_\_\_\_

W.B. Studios Finance Manager \_\_\_\_\_

Date \_\_\_\_\_