

DP Design

Digital Imaging & Photography

I want to thank you for choosing or considering us as the photographer for this special occasion.

Reservation Policy:

Reservation is not conformed until down payment and forms have been returned.

Event Conformation & Preparation:

Between thirty and sixty days before the event you will need to contact us so we can make final arrangements. At this time a down payment will be required, 20% of estimate.

Cancellation Policy:

A date may be canceled at anytime, but any reservation commitment payment will not be refunded.

Down Payment:

Down payment is 20% of the total estimate.

Photo Release:

I require all subjects to sign a photo release form to allow me to use a photograph for advertising, etc...

Copyright Policy:

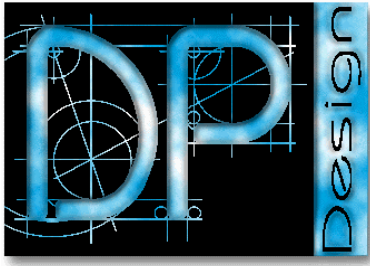
I maintain the copyright on all images. Images provided on CD or DVD may be shared with friends and family as you see fit as part of the Basic Package. You may also print any of the pictures on the CD at any printer you choose.

Questions:

If you have any question please call or email.

David@DavidPence.com or 419-629-3929



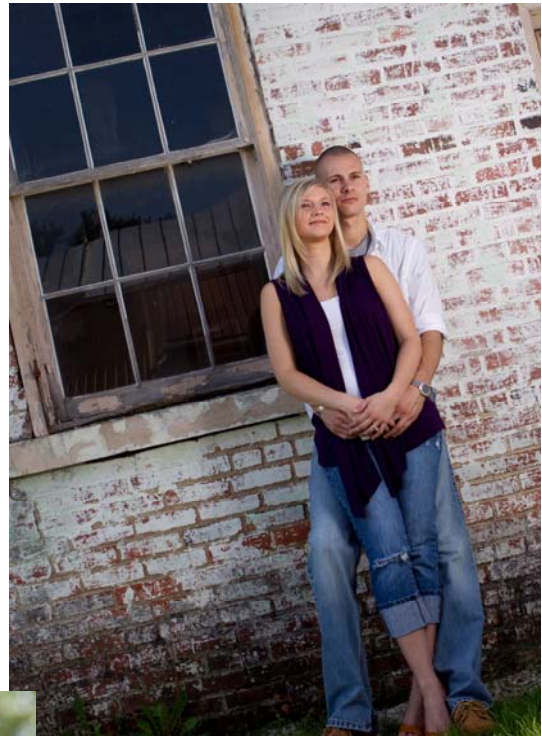


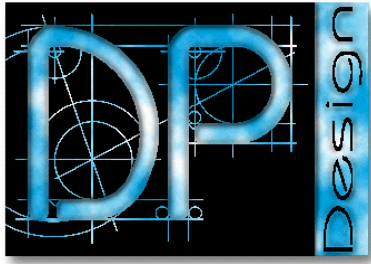
DP Design Digital Imaging & Photography

Engagement Packages:

Basic Package:

A) The basic engagement package cost \$45.00 per hour. I have couples that want just one or two pictures taken in the studio and other that want picture at their farm or local Park. Pictures from the session are placed on the web. You can order one or as many as you like at the posted web price. The website is handled by a professional Print Service. They will print and mail the picture directly to you.





DP Design Digital Imaging & Photography

Wedding Packages:

I try to offer a lot of different options at a low cost.

Basic Package:

A) The basic package covers the cost of photographing the event and processing the images. Images are provided on CD or DVD and can be printed at a photo printer of your choice (cost of printing extra and is not included in pricing). Pictures, books, etc. may be ordered directly from us but not mandatory.

B) Images are placed on the web. You will be provided with an access ID and password that you can share with your friends and family. Images can be ordered directly from the website at an additional cost (Standard print pricing applies).

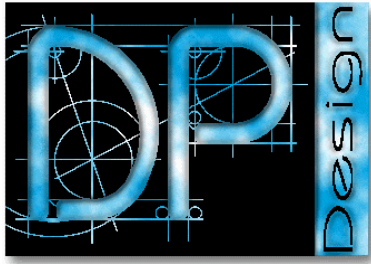


Additional Package Options: (Additional Cost)

- Books
- Albums
- Prints
- Video Slide Show
- DLP Projector rental

Estimation Policy: (One Photographer)

DP Design – Digital Imaging & Photography - 15 Vine Street New Bremen, Ohio 45869
www.davidpence.com , David@Davidpence.com , 419-629-3929 , 937-441-3951



DP Design Digital Imaging & Photography

In order to estimate the cost of a Basic Package you can take the total number of hours you want a photographer present times \$125.00

Example: 5 hours for church, 5 hours of reception = 10 hours

Example: 10 hours x \$125.00 = \$1250.00

Estimation does not include Sales Tax! (+7%)

Pricing: (One Photographer)

I currently charge a base fee of \$125.00 per hour. Extra changes may apply depending on location and/or special requirements.



Pricing: (Two Photographers)

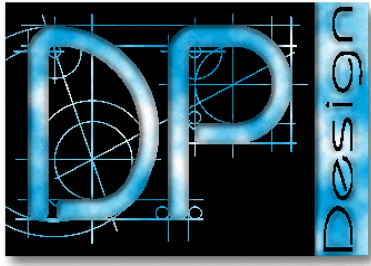
The base fee for two photographers is \$175.00 per hour. Extra changes may apply depending on location and special requirements.

Additional:

I have a DLP projector available that can be set up at the reception and a slideshow of the wedding ceremony can be shown for guests that couldn't make it to the ceremony. Or, sometimes parents like to create a special surprise slideshow to be presented at the reception.

Responsibility:

It is the responsibility of the bride and groom (or planner) to make sure that the individuals show up on time and are available for photos as needed.



DP Design Digital Imaging & Photography



Preliminary Planning:

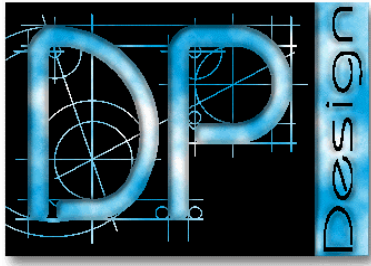
Arrange for photos to be over 30 minutes before the ceremony is supposed to start (music or guests arriving).

Plan for 2 1/2-3 hour (large wedding) of photos at church before the wedding ceremony

Plan on 60 minutes (average size wedding) of photos at church after wedding ceremony

Make sure all individuals are at the church and ready for photos on time or we may not be able to get all the photos completed.

Decide if you want photos at additional locations (hair dressers, dressing photos, rehearsal ...)



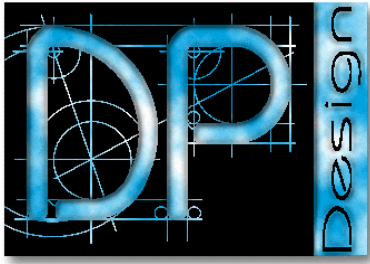
DP Design

Digital Imaging & Photography

Arrangements must be made so the corsages, flowers, rings, and other items must arrive at the ceremony location before pictures. This may also include someone to help pin on corsages.

Schedule Example:

10:00 Photographer at church (need to be able to get into church)
10:30 Setup at church and shoot church
(?) Men arrive at church and dress (someone must be available to help men put on corsages)
(?) Ladies arrive at church and dress (Ladies Dressing)
11:00 Men (Men Dressing)
11:30 Men at church dressed ready, pictures start (or sooner)
12:45 Groom with Men
11:00 Ladies at church dressed ready, pictures start (or sooner)
12:00 Groom with Bridesmaids
12:15 Bride with Men
12:30 Bride with Bridesmaids
12:45 (Before pictures must be done before 1:00)
1:00 Music Starts (Doors open guests start to be seated)
1:30pm Ceremony Starts
2:30pm Ceremony Ends, welcome guests to 2:45
2:45 Bride Groom, wedding party and family ready for pictures in church (or sooner) (someone must make sure no family members don't leave)
3:30 Bride and Groom together w/families
3:45 Outdoor pictures
4:00 leave for reception (or sooner)
5:30 Arrive at reception
5:30-8pm reception



DP Design Digital Imaging & Photography

Things to do!

Make a list of photos you want, include names. Divide it up into before and after ceremony. This should be ready to review at the Event Confirmation & Preparation meeting or sooner if you like. The main reason I ask for you to create a list is so you know that you need to wait for the photo to be taken.



Before Ceremony

(Bride with Brother) Lisa & Bob
(Groom with Brides Brother) Joe & Bob
(...)

After Ceremony

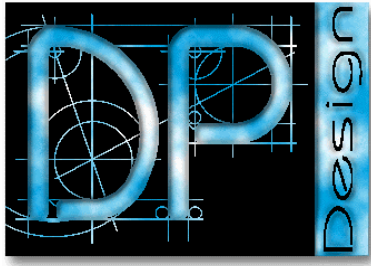
(Bride and Groom)
(Photo of hands with rings showing)
(...)

Reception

(Cutting cake)
(First Dance with ...)
(...)

Other

(...)



DP Design Digital Imaging & Photography

Things I need to know!

Please fill out the information and return as soon as possible. We can also set up a time to meet and review your details.

Contact Information

Bride

Name
Phone
Address
Parents

Groom

Name
Phone
Address
Parents

Event Location

Rehearsal	Date	Time
Wedding	Date	Time
Reception	Date	Time
Other	Date	Time
Other	Date	Time
Other	Date	Time

Wedding Party

Number of People in wedding party _____

Special requirements or requests

>
>

121109