

# Handbook of Videography & Editing Services



## **Ocean Mist Videography**

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# Introduction

Welcome to Ocean Mist Videography! We are very thankful that you visited our web site and that you chose to download this document. As you read through the following pages, you will learn of the many video services we offer to our clients. Although we specialize in wedding videography, we also offer special event videography (such as dance recitals, sporting events, anniversaries, etc), digital video editing services and corporate video production.

In the event that you have a question that is not answered from this document or from our website, please feel free to contact us at your convenience. Our contact information is found on the title page.

[All our pricing information is now available directly on our website.](#)

## **Our Commitment to You**

Our passion at Ocean Mist Videography is to produce elegant special event films that capture all the magical moments of your treasured day. A well-produced film is an investment in one of life's most significant events. With respect to special events, video coverage is the perfect compliment to still photography. We are devoted to provide you with memories of your special day that includes sight, sound, and motion in a way that photography can never do. Your wedding film will capture the emotion, romance and elegance of your wedding day.

## **Experience**

Although Ocean Mist Videography was officially formed in 2005, we have been involved in videography since 1991. Our years of experience provide our clients with comfort knowing that we know what to film and when to film.

## **Philosophy**

We aspire to remain as discreet as possible while filming weddings and other special events. Our filming techniques are subtle and artful.

Weddings, for example, are one of the most challenging things to shoot properly. It's just like "live TV". Since we are capturing a "once-in-a-lifetime" event, and we have only one chance to get it right, we rely on our past experiences to ensure that all the important moments of the day are effectively captured. With the use of multiple cameras, and wireless microphones, our movements during the ceremony are very few and as such we tend to blend in with the surroundings. Every wedding is different, and we want your wedding video to be something which is uniquely your own.

## **Equipment**

We use professional grade High Definition cameras to capture the events of your day. Our cameras have incredible low light capability which is crucial for wedding and special event videography. Our professional wireless audio equipment will also ensure that you can clearly hear your vows, the music, and readings during your ceremony and of course those important speeches during the reception.

We also have a complete video projection system to display video or photo montages. Our system includes an LCD projector, large screen, various media players and portable sound system. We take care of it all as you relax and enjoy the show!

# Wedding Videography

Our video packages were developed to be adaptable to a range of wedding budgets while not compromising the special moments of your wedding day. They all capture the images and sounds of your special day in a creative artistic manner. The differences between the packages are mainly with the amounts of coverage filmed, the amount of post-production editing involved and the amount of extra features included. If you wish to deviate from an official package, you are welcomed to create a customized video package that only includes the elements you really want.

Our three formal wedding video packages are:

- Epic (and now the Grand Epic!)
- Elegance
- Everlasting

In addition to our formal packages, we also offer an “a la carte” option which is basically you tell us what you need and we will provide you with a quote. The fees for this option are based on our current shooting rate and restrictions may apply.

Note: Please consult our website for more details on each package and available enhancements.

## [“Memories in Motion” - Photo Montages/Slide Shows for Your Event](#)

Instead of the old boring Powerpoint slideshow, we can create an entertaining montage for your reception or special event. Our professional software adds motion to your photos (Ken Burns effects), seamless transitions between each photo and crisp titles. Your photos seem come to life! Hence the name: “Memories in Motion!”

Our “Memories in Motion” enhancement is included with our Grand Epic package and as an extra option with our other packages. We also make this service available to weddings that do not hire us for their Videography.

As a rule, we incorporate 100 photos per montage – this equates to about 3 or 4 songs of your choice. Photos are retouched when necessary - colour correction, red-eye and scratch removal.

We can also show the presentation for you at your reception or event. We have all the equipment necessary including the media player, sound system, LCD projector and screen. We set it up, play it and tear it back down.

Please consult our online pricelist for our current pricing structure.

Note: If you have hired us to create a montage for you, please refer to the Appendix at the end of the Handbook for instructions on how to best organize your photos before you send them to us.

# Wedding Policies

We feel that it is crucially important to inform our clients on what to expect and what not to expect from our services. Our policies also describe what we expect from our clients – and in many cases, their involvement or preparation can greatly enhance their video. These policies may or may not be incorporated within the Terms & Conditions of Agreement (contract).

## Wedding Booking Procedure:

- Please contact us to confirm that your date is still available.
- We highly recommend that clients preview examples of our work prior to booking. As a minimum, we urge clients to view our short clips available through our website or blog.
- A non-refundable \$300.00 retainer/deposit is required that is applied towards the chosen package.
- You must agree to and sign the Terms & Conditions of Agreement.
- Once the retainer and signed Agreement are received, you will receive a written confirmation email indicating that your date is officially booked.

## Reservation Fee / Retainer

The \$300 retainer will be applied toward the package chosen and is non-refundable in case of cancellation by the couple. It will be refunded only if Ocean Mist Videography must cancel for some unforeseen circumstance (such as illness or family emergencies, etc).

## Weekday Weddings

Weekday weddings may be subject to an additional fee. This fee will be determined based on the filming start time. Ocean Mist Videography is a part-time venture. Due to operational requirements at our day time employment, weekday event bookings cannot be 100% guaranteed. If we are unable to film the wedding/event due to our day jobs, the retainer will be fully refunded.

## Travel Expenses

There is no charge for mileage if the wedding and/or reception venues are within the municipalities of Clare, Yarmouth, and Argyle. Outside of these municipalities, a negotiated mileage fee will be added to the price of any video package. At this time, we are generally not accepting bookings further than 200 Km from Yarmouth, NS. Please consult our online map for more details.

## Wedding Payment Policy – NEW for 2014

Payment of the remaining balance for your wedding package is due 7 days prior to the wedding date. We will gladly accept payment anytime prior to the due date including payment installments. However, **if full payment is not received 7 days prior to the wedding date, the booking will be considered cancelled, the retainer will be forfeited and the Agreement will also be considered null and void.** In other words, to be perfectly clear, if we

are not paid in full 7 days prior to the wedding, we will not show up to the wedding to film! Why implement such a policy you may ask? We were just tired of always asking to get paid and being the bill collector. On your wedding day, we want to focus on getting great footage... not wondering all day whether or not if we'll get paid. Once we know that the "money's in the bank", we can concentrate on the task at hand and ensure that your treasured day is recorded without distraction.

## Methods of Payment Accepted

We will accept the following forms of payment: cash, personal cheques (payable to Ocean Mist Videography), Interac e-transfers and we now securely accept major credit cards through our website.

## Extra Fees

In certain situations, there may be a requirement to charge extra for footage that is not included with a given package. There will be no surprise charges under any circumstance. These extra charges will be discussed and agreed to prior to post production.

## Overtime

Weddings or special events can sometimes be unpredictable and they can sometimes run over schedule even with the best of intentions. In these cases, the client can request that we stay longer than our contracted time to cover additional events. Any requested time spent on location that exceeds the contracted duration of coverage (after 10:00 PM for most weddings) is subject to overtime charged at a rate of \$150 per hour per videographer (billed by the half hour).

## Editing Fees

### Prior to Post Production:

Before the editing process begins, it is very important to advise us of any filmed elements (such as speeches, comments, etc.) that should be excluded from the finished product. It is sometimes difficult for us to determine if a certain event is appropriate or tasteful. In some cases, we will consult with the client during the post production to assist us in deciding whether a portion should be cut.

### Re-Edits:

- As part of the Terms and Conditions of Agreement, the Client has given Ocean Mist Videography full editorial control over the final product. If, after completion of post-production editing, the Client requests alterations of sections or scenes of the edited video, further editing fees will be charged. All re-edits will be subject to a minimum flat rate of \$300 (which includes up to 4 hours of editing and associated material costs). Additional editing hours will be charged at \$50 per hour. In the unlikely event that we have overlooked obvious and glaring technical errors, they will be corrected at no charge.

- If the Client decides that changes are necessary and agrees to the associated editing fees, the Client must advise us within 14 days of obtaining the video. The original camera footage and all computer files used in the making of your video will only be retained for a period of 14 days after the completed video is delivered to you. Any editing requested after this elapsed time may be uncorrectable (unless the footage is archived by request of the client). It is therefore the client's responsibility to advise OMV of any requested alteration(s) within 14 days of delivery.

## Privacy Statement

Ocean Mist Videography values your privacy as much as our own. Although we reserve the right to post video clips and images on our website and other public forums for promotional use, we will respect all written requests from Clients who prefer not to have their images or video clips for public display. In the event that a Client's video clip or image is to be aired or broadcasted on television, all proper releases will be first obtained from the Client prior to airing the media. Also, copies of the Clients video may be made available to other prospective clients to view.

## Disclaimer – Spontaneity of Live Events

The filming of a wedding is often considered an art form. The spontaneity of your wedding day makes it sometimes impossible to capture everything. In such instances, by trying to capture a special moment, the camera may shake or the subject may be out of focus for a very brief period of time. If everything was staged in advance, the videographer would have the time necessary to prepare for the shot, but this is seldom the case. Through more than 20 years of experience, we have learned how to minimize these occurrences, but we cannot guarantee that they will not occur. Sometimes the content of the scene may be more important than the quality of the filming (i.e. shakiness or focus) and for this reason the shot will be left in the final production. If the shaky shot is not crucial to the storyline, it would likely be deleted from the edit. This is one of the many reasons we require you to view some of our previous weddings prior to deciding to hire us.

## Warranty of Discs & Archival Copies

Ocean Mist Videography warrants that the DVD-r or BD-R discs that we produce are compatible with most disc players, however OMV cannot guarantee that our discs will play in all players. See following section on Disc Compatibility.

OMV will replace defective discs at no charge for a period of 90 days after delivery or pickup. Defective discs are defined as those that have technical issues such as but not limited to: audio sync issues; disc menu navigation problems; pixilation, etc. Playback issues attributed to client neglect such as surface scratches or lengthy exposure to sunlight will not be covered by this warranty.

OMV keeps copies of all events filmed up to two years. We can therefore replace damaged discs for a cost for up to a 2 year period.

OMV grants the contracted client permission to make a digital copy of the wedding film for archival purposes only. Clients are encouraged to keep archival copies of their film (either disc copies or electronic media files on a computer) in order to generate new copies in case their original discs fail to play in the future. The copying of the DVD photo art is not permitted with this policy.

# Tips & Hints

## A few weeks before your wedding:

- Complete our Information Forms - both the Wedding Details and Credits forms should be completed 2-3 weeks prior to your wedding day.
- Please reserve 1 seat and 1 meal for us at the Reception. Also consider a PA system with a microphone at a podium.
- Advise us of any requested upgrades or enhancements at least 3 weeks prior to the wedding day.

## 7 days before your Wedding Day:

- If you still have a balance remaining, make sure to pay the balance in full by this date! Please remember that the booking will be cancelled if your package is not paid in full by this date!

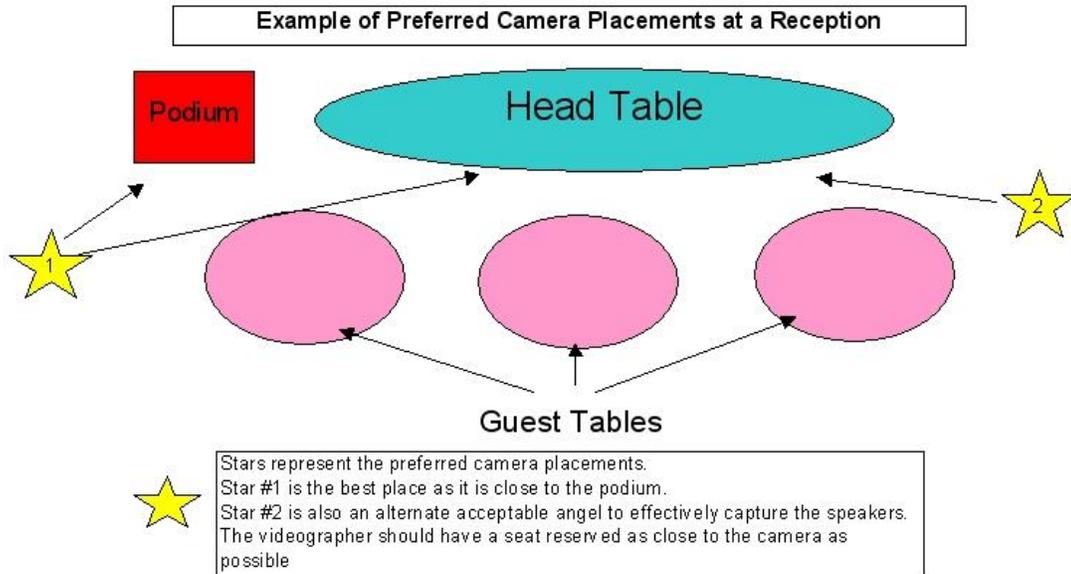
## On your Wedding Day:

- Advise us of any last minutes changes in the day's plans
- Inappropriate Footage: Please point out anything that was caught on tape that should be cut out of the video (such as an inappropriate joke or comment)
- Dance – We would really appreciate it if you could plan the throwing of bouquet/garter just after first formal waltzes.

## Tips for Your Reception

As with all other aspects of your video, the location of the videographer at the reception and the audio quality can make or break this section of the wedding video. With regards to audio, it is very important to consider setting up a podium with a microphone. Not only will this improve the communication to the audience, but it will provide a focal point of attention where everyone speaks from the same place. This is crucial as our own microphone will be placed along side the one at the podium.

When considering your seating plan for your reception, keep in mind that a better filming angles will result if your videographer is placed at an appropriate place. We will normally place our tripod in the best place so that we can properly cover the reception while being discreet. If our reserved seat is placed near our tripod, this gives us more time to catch those crucial candid kisses and guest "antics" during the reception. Our experience has shown that the camera should be located about 20 feet from the podium and the head table. If the camera is closer than 20 feet, it will result in too much panning back and forth between the podium and head table. Further than 20 feet results in the wait staff and guests walking in front of the camera which is very distracting.



If your reception will be held at the Grand Hotel, Yarmouth, we prefer to be as close to the podium as possible (Star #1 or example image below). The vacant dance floor is normally adjacent to the podium - this gives us enough room to maneuver and achieve those important angles.



The above camera placements will not be possible for all reception halls and furthermore, depending on the hall, it may not be the preferred scenario. For example, if the head table is in front of a large window, dreaded backlighting will occur. If you are not sure where we should be placed, please consult with us when planning your seating arrangements.

## Personalized DVD/Blu-ray Photo Inserts and Disc Surfaces

All our wedding disc copies include classic black plastic "Movie Style" cases with personalized inserts and disc artwork created with Adobe PhotoShop.

The cases are available in either single or double disc varieties. As illustrated below, the insert has a full-length photo of the couple on the front with their names superimposed. The back cover features another photo(s) of the wedding day along with a description of the video contents including the locations of filming, the length of the video and the names of the wedding party. We also print a wedding photo and the couple's names directly on the disc.

Example Printed Insert:



Example Disc Artwork:



## DVD Information & Compatibility

**Compatibility:** As a rule, all our videos will be written to DVD-R format, as this is by far the most compatible format currently available. If you are interested in having your video burned to a DVD disc, please ensure that your set top DVD player is capable of playing DVD-R format. If the owner's manual states that your player is only compatible with DVD+R, please advise us prior to the editing process and we will ensure that the proper DVD format is used.

**Disclaimer:** We rigorously test all our DVDs prior to delivery to ensure they play correctly. We will not be granting refunds or free exchanges if your player is not compatible. In the unlikely event that the disc does not play correctly in your player, please try to play it on a couple of other players before contacting us. If the disc is found to be defective, we will then replace it at no charge. Upon request, we can lend out demo videos in each format (DVD-R and DVD+R) so that you may test your player prior to ordering.

**Blu-ray:** We use professional grade Blu-ray discs (BD-R) which are supposedly compatible with all Blu-ray players. We have not encountered any playback issues nor any complaints to date.

## Appendix 1: Photo Montages - Instructions for preparing and sending images

Clients should ensure that all images and related materials are provided to Ocean Mist Videography before the editing of the photo montage begins. All photos must be organized by the client in either groupings/themes or in the precise order they wish the photos to appear in the presentation. If we have to organize the photos, extra fees may apply.

### **Organizing Photos**

All photos should be organized in groupings or themes:

- (1) In the case of paper photos, we recommend that all photos be numbered by using a pencil on the back of the photo. Each theme of photos could be delivered to us in a separate envelope or file folder.
- (2) With digital photos, we highly recommend that the images be first saved in themed folders then named in sequential order. Also, the file names (or folders) should reflect where the images should be inserted. The best method is to use a three digit number in front of the file name. For example, within a folder called "Bride" the following files would be found: 001bride.jpg, 002bride.jpg, 003bride.jpg, etc... Another folder could be called "Friends" and the files within could be named: 001friends.jpg, 002friends.jpg, 003friends.jpg, etc...

### **Titles**

We generally do not add captions within photos (Powerpoint style). We do however introduce segments to separate the montage with titles.

### **Digital Photos**

Please send us the full resolution images – if the image resolution is too large for the video, we will shrink it to the best resolution for the video. For best results, digital images should be at a minimum 800 x 600 pixels in dimension. Please avoid sending older cell phone or iPod photos – lower quality images make for poorer montages. Newer smartphone images (i.e. iPhone 4 or 5) are likely OK.

### **Scanning Paper Photos**

We're happy to scan your photos, but in case you wish to scan your own paper photos, please follow the instructions below for best results:

- In order to ensure proper video clarity, we recommend that all photos be scanned at a resolution of 300 dpi. (Very large photos such as 8 X 10s can be scanned at 150 or 200 dpi)
- Please scan each image individually.
- Please try to crop the image so that the white border does not show.
- Please rotate the images to their proper orientation.
- Name the resulting digital files in the sequential order that they should appear in the montage (i.e. 001baby.jpg)

### **Sending the Photos on USB Flash Drives or CD/DVD**

The easiest and preferred method to send us digital photos is on a USB flash drive or CD/DVD. You may drop it off to us or even mail it to us. The drive or disc(s) will be returned to you with the finished montage. You can also supply the photos to us using camera memory (SD) cards, or any other external storage device (hard drives). Please contact us if you require help to save the images in the proper format.

### **Sending Your Photos via the Internet**

Sending numerous photos over the internet can be really time consuming (even with high speed internet), so we normally recommend this method for sending us a few photos instead of the entire photo album. If you wish to send many photos to us via the internet, please advise us and we'll send you further instructions.

**Music Selection**

The client may choose the music for all or part of the presentation or they may allow us to choose an appropriate soundtrack for the photos. We always attempt to select appropriate soundtracks that fit the theme of the photos. Please note: If the montage is to be posted online by us (or is part of the Epic Video Package), royalty free music will be mandatory. You may select songs from [www.themusicbed.com](http://www.themusicbed.com).

**Client Preview Version**

The client will be granted the opportunity to view a preview version either privately online or at our studio. Any desired changes to the presentation must be outlined to us at this time. Only one round of changes is included free of charge. Once the final project is completed, any further requested change will be subject to re-edit fees (\$25 per hour: 1 hour minimum).

**Demos Available**

We do have examples of previous projects available for viewing on our website ([blog.oceanmistvideos.com](http://blog.oceanmistvideos.com)) or on DVD. Contact us for more info!