

***4 Star Productions***  
***Contact sheet and Shot Sheet***

**4 Star Productions**  
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**Fitchburg, MA 01420**  
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**(978) 343-2693**  
**Fourstarvideos@aol.com**

Date of Event \_\_\_\_\_ Day of the Week \_\_\_\_\_

Video Taping Begins at: \_\_\_\_\_ Total number of Hrs. \_\_\_\_\_ End time \_\_\_\_\_

Bride: \_\_\_\_\_

Home Phone: Bride \_\_\_\_\_

Work Phone: Bride \_\_\_\_\_

Cell Phone: Bride \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Groom: \_\_\_\_\_

Home Phone: Groom \_\_\_\_\_

Work Phone: Groom \_\_\_\_\_

Cell Phone: Groom \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Alternative numbers to reach you prior to your event? \_\_\_\_\_

After wedding what will be your mailing address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*This guide will help us create the perfect wedding video!!!*

Please Circle

Do you want us to start filming at your residence?

Bride YES / NO

Groom YES / NO

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

Directions: \_\_\_\_\_

Ceremony (We need to arrive one hour before start of ceremony)

Start of Ceremony: \_\_\_\_\_ Ending at: \_\_\_\_\_

Ceremony Location: \_\_\_\_\_

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

If location has a phone: \_\_\_\_\_

Directions: \_\_\_\_\_

Name of Person conducting ceremony: \_\_\_\_\_

Video restrictions at Ceremony? YES / NO

Comments on Church/Location (Dark, Balcony only, etc)

When will pictures be taken? Before Ceremony / After Ceremony / No pictures

Do you want this video taped? YES / NO

Any special requests or instructions at the Ceremony or Photo Shoot? \_\_\_\_\_

## **Reception**

Reception starts: \_\_\_\_\_ Ends: \_\_\_\_\_

Reception Location: \_\_\_\_\_

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

Reception Phone: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Directions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Options / Services (please circle)**

1. Video Recording (Standard 4x3) or (16 x 9 Widescreen)
2. Instant Edit (your ceremony highlights shown at reception) YES / NO
3. Camera Crane, (gives you Hollywood style shots) YES / NO
4. All Raw Footage (on DVD) YES / NO
2. Photo Montage Presentation (Includes: 1k projector, powered speaker and 8ft Tripod Screen) YES / NO
3. CD or DVD for each of your guests YES / NO
4. Custom Lighting / Gobo YES / NO
5. Red Carpeting / Stanchions with red ropes YES / NO

List of items that you would like in your video:

**Pre Wedding Shots**

- Brides Parents YES / NO / Optional
- Grooms Parents YES / NO / Optional
- Clergy YES / NO / Optional
- Bride Arrival to Place of Ceremony YES / NO / Optional
- Wedding Party YES / NO / Optional
- Place of Ceremony Exterior YES / NO / Optional
- Place of Ceremony Interior YES / NO / Optional
- Guest Arrivals YES / NO / Optional

**Post Wedding Shots**

- Reception Line at place of Ceremony YES / NO / Optional
- Wedding Party Photo Session YES / NO / Optional
- Empty Reception Hall YES / NO / Optional
- Guest During Cocktail Hour YES / NO / Optional
- Reception Arrival YES / NO / Optional
- Introduction to the Wedding Party YES / NO / Optional

Best Man Toast YES / NO / Optional

Cake Cutting YES / NO / Optional

First Dance YES / NO / Optional

Parents Dance YES / NO / Optional

Wedding Party Well Wishers YES / No / Optional

Reception Exterior YES / NO / Optional

Bride and Groom Departure YES / NO / Optional

Other \_\_\_\_\_

Please be aware that video restrictions may be imposed at ceremony or reception locations limiting images captures. Every effort will be made to capture all items listed above however will not be guaranteed. Due to logistics of your wedding day a second videographer is always recommended.

Limousine Company: Name \_\_\_\_\_ Phone \_\_\_\_\_

Disc Jockey/Band: Name \_\_\_\_\_ Phone \_\_\_\_\_

Photographer: Name \_\_\_\_\_ Phone \_\_\_\_\_

*We also offer Custom Lighting, DJ Sound System Rentals, Red Carpeting-Stanchions, plasma and projectors*

### **Editing**

Growing up Photo Montage is included in most of our packages. Thirty-five Pictures are set to music of your choice. Pictures need to be in our hands 3 weeks prior to wedding, if you've chosen to present them at reception. (\$1.50 for each addition picture) (number pictures if you want them in a certain sequence)

Song selected: Artist \_\_\_\_\_ Title \_\_\_\_\_

Would you like a SHORT / MEDIUM / LONG / NONE Music Video (Highlights your special moments in a unique montage)

Are there any special songs you would like in the tape? (Overlays of music, dance section, or picture section) YES (below) / NO (Editors Choice)

Music Video: Artist \_\_\_\_\_ Title \_\_\_\_\_

Dance Selection (Fast) Artist \_\_\_\_\_ Title \_\_\_\_\_

Artist \_\_\_\_\_ Title \_\_\_\_\_

(Slow) Artist \_\_\_\_\_ Title \_\_\_\_\_

Are there any types of music and or artist that you do not want in your video?

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Will you be sending photos or video of your honeymoon? We can put this at the end of your video. YES / NO

Artist \_\_\_\_\_ Title \_\_\_\_\_

**[www.fourstarprod.com](http://www.fourstarprod.com)**