

# PJ Cavanna Photography



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## Preliminary Wedding Information Checklist

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Wedding Date \_\_\_\_\_  
 Bride's Name \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone/Pager \_\_\_\_\_  
 Groom's Name \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone/Pager \_\_\_\_\_  
 Location of the Wedding \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Start Time of Wedding (est) \_\_\_\_\_  
 Location of the Reception \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Start Time of Reception (est) \_\_\_\_\_  
 Address After Wedding \_\_\_\_\_ Phone \_\_\_\_\_  
 Additional Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

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## Agreement for Wedding Photography

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**Order / Agreement** - This constitutes an agreement for photography services between Peter Cavanna Photography / the Studio and clients named above for wedding photography coverage as described in this four page contract.

**Package Pricing** - Our pricing system is reflected on the Peter Cavanna Photography Wedding Price List. These packages provide for two photographers for up to eight hours on the wedding day, all the digital color and black & white images taken during the wedding day, (Peter Cavanna Photography also has in-house print capabilities from Wallet to 44 X 100" Gallery size prints), attendance at wedding rehearsal (based on studio availability), Peter Cavanna Photography will edit all images usually within 3 weeks of the wedding and will deliver the digital images to PrintRoom.com for online proofing. The Bride and Groom will be provided a personal set of CD's with high resolution images to aide them in making their wedding photo album selections. The Package Pricing also includes an Engagement Portrait CD Package, a digital composite preview portfolio / album containing all of the images from the wedding and brief instructions for guests to view the online proofs. All products will not be released until all payments have been received.

**Out-of-State Location Wedding Coverage** - Additional fees will be added to the existing wedding package selections. Agreed to / Initialed upon retainer payment.

**Payment Schedule** - A non-refundable retainer of one third (1/3) of the total package price is due at the time of the signing. Please reference the Peter Cavanna Photography Wedding Price List to determine the amount of the retainer and the various payment plans available. The final payment of the total price is due one month prior to the wedding date. If the total amount of the fee agreed upon is not paid to the studio according to the above terms, it will be interpreted by Peter Cavanna Photography as a Breach of Contract. Therefore, Peter Cavanna Photography will be relieved of any and all obligation to perform the remainder of the contract, and all of the money will be given back to the client, except the retainer, which is non-refundable. In addition, there will be a \$75. fee for any returned check.

**Retainers and Cancellations** - Upon signature of the contract and receipt of the retainer, Peter Cavanna Photography reserves the time and date agreed upon, and will not make other reservations for that time and date. For this reason, the retainer paid to Peter Cavanna Photography is nonrefundable. If the couples' wedding is rescheduled or postponed, the retainer paid may be applied as credit towards a future wedding booking, within a one-year period from the original date, based on studio availability. If Peter Cavanna Photography is unavailable on the new date, or if the wedding is canceled, Peter Cavanna Photography will keep the retainer received and any other monies paid to the studio will be returned to the client.

**Overtime Fee** - There will be an extra charge of \$250. for each hour over the specified time limit of eight hours that the studio photographs at the wedding, with a one hour minimum charge. This extra fee will be paid before the photographs of the wedding are sent for online proofing. The studio agrees to notify the couple at least 30 minutes before overtime charges will begin to accrue.

**Model Release and Copyright Retention** - Peter Cavanna Photography / The Studio retains all copyright to all photographs taken before, during or after the wedding, bridal portrait or engagement portrait. As such, the signing of this contract gives The Studio the right to reproduce any photographs taken before, during or after the wedding, bridal and engagement for the purposes of advertising, portfolio use, competition, website, or any other reason that it sees appropriate. For further information, the mere possession of a photograph does not grant the right to duplication or copies of any kind, including computer scans, by anyone other than the original photographer(s) **unless granted by Peter Cavanna Photography / The Studio**. Copying Peter Cavanna Photography / The Studio's photography without the express prior written permission is a violation of federal law (17 U.S.C.501 of the Copyright Act.). Peter Cavanna Photography / The Studio's Copyright Act explanation is provided with the Wedding Price List.

**Clients Initial:** \_\_\_\_\_ **Peter Cavanna Photography / The Studio Initial:** \_\_\_\_\_

**Specific Photographs** - Every effort will be made to assure your satisfaction according to our professional standards. However, Peter Cavanna Photography / the studio is not responsible for any subjective interpretations of photography. Furthermore, while Peter Cavanna Photography / the studio will make every effort to take all of the photographs agreed to by the studio and the couple, the couple understands that a wedding is a very fast moving event, and there are no guarantees that any specific photographs will be taken. You can help the photographer by offering to have a guest (who know many of the family and friends) at the wedding be in charge of gathering specific people for those all important must have photos. When ordering final prints, there may be slight color differences between orders placed at different times due to paper, ink, etc. lots produced by various manufacturers.

**Guarantee of Product Prices** - Due to the nature of business, the prices listed in the Wedding Price List will only be guaranteed for six months after the day of the wedding. After the six months the couple will need to refer to the most current Wedding Price List, easily accessible through our website: [www.cavannaphotography.com](http://www.cavannaphotography.com) or by e-mailing: [Peter@Cavannaphotography.com](mailto:Peter@Cavannaphotography.com) for the current Wedding Price List.

**Albums and Photographic Reprints** - The client understands that albums and photographic reprints are custom products, and therefore cannot be returned for any reason. Every effort will be made to replace pictures with quality issues such as: scratches, tears, stains, or any other physically damage. These issues are to be discussed at the time of delivery of the final product. Once the couple accepts delivery, the product is assumed in acceptable condition. The couple also understands that because these are custom products, time of completion will vary depending on order and product availability.

**Liability, Sickness or other Circumstances** - Peter Cavanna Photography / The Studio takes extra care to ensure equipment, exposure, processing, and delivery of photography for and to the couple. As with everything in life, there is always a small risk that digital images may be lost or damaged. Peter Cavanna Photography / The Studio is not responsible for any losses or damages to the couple's order. In the event of severe medical, natural, acts of God, or other emergencies it may be necessary to retain a photographer other than Peter Cavanna Photography / the Studio. In the unlikely event of personal illness or other circumstances beyond the control of the studio, a substitute photographer may be sent to fulfill the obligations of the studio herein contracted. Peter Cavanna Photography / The Studio will make every effort and incur the cost in providing a photographer of equivalent experience and ability to fulfill the contract. In the event that this contract cannot be completed due to an Act of God, severe weather, flood, fire, warfare, government laws or regulations, federal or local government disruption, electrical failure, strikes by suppliers, equipment malfunction, operator error, or any other event or act outside of the control of the studio, or any other reason or causes whatsoever that render performance not possible, the couple agrees to hold Peter Cavanna Photography / the Studio harmless for any damages, causes of action or claims arising out of non performance. The couple agrees that sole remedy shall be limited to a refund of the retainer paid by the client.

**Payment Methods:**[Top](#)

Cash/Check (Retainer Amount) \_\_\_\_\_ Amount Remaining \_\_\_\_\_

Credit Card (Retainer Amount) \_\_\_\_\_ Amount Remaining \_\_\_\_\_

Visa/MasterCard/Discover Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Name on Card \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

I have read, understand and agree to all terms included in this four-page agreement. This constitutes the complete agreement of the parties. The terms of this contract can only be changed with mutual consent of all parties.

Signature of Photographer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Bride \_\_\_\_\_ Date \_\_\_\_\_

Signature of Groom \_\_\_\_\_ Date \_\_\_\_\_

[Top](#)**WEDDING PHOTOGRAPHY**

By Peter Cavanna

Servicing All of New England, New York and Florida

Studio Cell # : 1.508.450.8019

[Peter@Cavannaphotography.com](mailto:Peter@Cavannaphotography.com)

You have made some of the most important decisions that will shape the rest of your lives.

These decisions culminate in a very special day filled with anticipation, excitement and delight.

How beautiful this day is recorded photographically depends on another decision: your choice of a wedding photographer.

At Peter Cavanna Wedding Photography, we take pride in our professionalism and artistic expression.

We help plan your wedding packages, ensuring that the views selected will be taken and (with your help) key family members haven't wandered off when its time for the family Wedding Portrait.

During the formal ceremony and the celebration that follows, we will be as inconspicuous as possible, because your wedding day belongs to you.

To preserve your special Wedding Memories, we have created a collection of five bridal selections.

Custom Wedding Packages can also be created to fit your budget.

Our Studio also provides photographic coverage for Out-of-State clients.

In addition, we can convert any of the existing wedding packages into beautiful personalized Story Book Wedding Albums. Select the photos you want on a specific page and we do the rest. Using Wedding Album design software, we incorporate artistic designs and layout options to provide you with an emotional story while documenting your day.

**Summary****Photographic Services & Coverage**

At Peter Cavanna Wedding Photography, we offer a variety of wedding packages designed to meet your needs: Every wedding day is covered from the start of the day with the Bride at home and continues thru the last dance photo (8 hrs. photographic coverage-please check overtime rates). Many photographers do not follow this philosophy. We do not lessen the coverage based on the package you intend to select.

Each wedding is photographed utilizing 2 professional photographers. This allows for total photographic coverage and ensures a broader selection to pick from, when it comes time to determine the actual images that will appear in your wedding albums. In addition, if you select a wedding package which includes guests being photographed for inclusion into your wedding photo thank you card(s) &/or a slide show of your days events at the reception (with photo / images being updated periodically during the reception); we can do this with ease.

We also have the capability of providing: a digital composite preview portfolio / album which allows us to provide you with many more photographs to choose from, without the increased cost of proofing each and every image, Black &

White photographs and a set of original high resolution digital negatives (image files) on a set of CD's along with a written release for reproduction.

### The Keepsake Special: **\$1,600**

For those who want a Professional Photographer to capture their wedding day and allow friends and relatives to enjoy their day but are looking to lessen the overall costs normally associated with weddings

- | Up to 8 Hours of Wedding Day coverage (\$250. per hour after 8hrs.)
- | Color and B&W Photography
- | One (1) Wedding History CD set with all photos taken (400 to 500 photo / images in both Color / Black & White to share with family and friends. All photographic images are COPYRIGHT FREE for "personal use" with no restrictions; so you can bring the CD to your local department / camera store i.e. Kinko's, Target, BJ's, Wal-Mart, Ritz camera, etc. to print as many color photos you desire. The same way as you would do if you had just taken some photographs with your own camera and brought the roll's of film to the department / camera store to be processed. Or print them on your own color printer.
- | Can also provide a Digital composite preview portfolio / album with 400 to 500 photo / images for an additional \$350.00.

### The Contemporary Wedding: **\$2,850**

- | Up to 8 Hours of Wedding Day coverage (\$250. per hour after 8hrs.)
- | Digital composite preview portfolio / album with 400 to 500 photo / images
- | Color and B&W Photography
- | One (1) Bride & Groom Custom Leather Wedding Album with (24) 8 X 10 Color / B&W prints
- | Two (2) Custom Leather Parent Albums with (24) 5 X 7 Color / B&W prints
- | Engagement Photo Session with up to (24) color / black & white photo / images on a Flip-Album CD and a selected Black & White Glossy photo for the newspaper announcing your engagement
- | One (1) Wedding History CD set with all photos taken
- | One (1) 11 X 14 Master Color Print for the Bride & Groom

With the Custom designed Story Book albums option: add \$600. to the above total package price or \$ 25. per designed page.

### The Traditional Wedding: **\$3,900**

- | Up to 8 Hours of Wedding Day coverage (\$250. per hour after 8hrs.)
- | Digital composite preview portfolio / album with 400 to 500 photo / images
- | Color and B&W Photography
- | One (1) Bride & Groom Custom Leather Wedding Album with (36) 8 X 10 Color / B&W prints
- | Two (2) Custom Leather Parent Albums with (36) 5 X 7 Color / B&W prints
- | Engagement Photo Session with up to (24) color / black & white photo / images on a Flip-Album CD and a selected Black & White Glossy photo for the newspaper announcing your engagement
- | Three (3) Wedding History CD set's with all photos taken
- | One (1) 16 X 20 Master Color Print for the Bride & Groom
- | Two (2) 11 X 14 Master Color Print for each of the Bride & Groom's Parent's

With the Custom designed Story Book albums option: add \$ 900. to the above total package price or \$ 25. per designed page

### The Heirloom Wedding: **\$4,875**

- | Up to 8 Hours of Wedding Day coverage (\$250. per hour after 8hrs.)
- | Digital composite preview portfolio / album with 400 to 500 photo / images
- | Color and B&W Photography
- | One (1) Bride & Groom Custom Leather Wedding Album with (48) 8 X 10 Color / B&W prints
- | Two (2) Custom Leather Parent Albums with (48) 5 X 7 Color / B&W prints
- | Engagement Photo Session with up to (24) color / black & white photo / images on a Flip-Album CD and a selected Black & White Glossy print for the newspaper announcing your engagement
- | Three (3) Wedding History CD set's with all photos taken
- | One (1) 20 X 24 Master Color Print for the Bride & Groom
- | Two (2) 16 X 20 Master Color Prints for each of the Bride & Groom's parent's

With the Custom designed Story Book albums option: add \$ 1,200. to the above total package price or \$ 25. per designed page.

## The Classic Wedding: **\$6,600**

- | Up to 8 Hours of Wedding Day coverage (\$250. per hour after 8hrs.)
- | Digital composite preview portfolio / album with 400 to 500 photo / images
- | Color and B&W Photography
- | One (1) Bride & Groom Custom Leather Wedding Album with (60) 8 X 10 Color / B&W prints
- | Two (2) Custom Leather Parent Albums with (60) 5 X 7 Color / B&W prints
- | Engagement Photo Session with up to (24) color / black & white images on a Flip-Album CD and a selected Black & White Glossy print for the newspaper announcing your engagement
- | Four (4) Wedding History CD set's with all photos taken for the Bride & Groom, Parent's of the Bride & Groom and the Best Man & Maid of Honor
- | One (1) 20 X 24 Master Color Print for the Bride & Groom
- | Two (2) 16 X 20 Master Color Prints for each of the Bride & Groom's parent's and an 8 X 10 Color Print for each of Best Man & Maid of Honor
- | Unique Gift: 4 X 5 color photos of guests attending reception alongside a 4 X 5 color photo of the bride and groom in a folder for guests as a personal Thank You
- | Wedding Day slide presentation at reception includes digital images of the Wedding experience and updated with new photo / images periodically

With the Custom designed Story Book albums option: add \$ 1,500. to the above total package price or \$ 25. per designed page.

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### Additional Wedding Offerings:

4 X 5 Guest Photos \$ 300. up to 150 guests, \$ 450. up to 250 guests, \$ 600. up to 350 guests	
Wedding Day Slide Presentation_____	\$ 300.00
Digital Composite Preview Portfolio / Album (400 to 500 images)_____	\$ 350.00
20 X 24 color print_____	\$ 275.00
16 X 20 color print_____	\$ 190.00
11 X 14 color print_____	\$ 110.00
8 X 10 color print_____	\$ 24.00
5 X 7 color print_____	\$ 18.00
4 X 5 color print_____	\$ 9.00
Wallet Special_____ (24)___\$ 45.00___(48)___\$ 75.00___(96)___	\$ 135.00
Rehearsal Dinner Coverage_____	\$ 300.00
Out-of-State Location Wedding (Fees will be added to Wedding Package selected)	
Engagement Photo Session_____	\$ 150.00
Story Book Album Design_____	\$ 25.00 per page

### Flexible Payment Plans:

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#### Option One

- | This is our best plan. Pay your balance in full and receive \$200.00 off your selected Wedding Package.

#### Option Two

- | Pay one-third (1/3) retainer on your Wedding Package and then pay equal monthly payments on your selected Wedding Package. This is an excellent option for someone planning a year or more in advance.

#### Option Three

- | Pay one-third (1/3) retainer and then two-thirds (2/3) One (1) month before the Wedding. This is a great option for someone who wants to avoid monthly payments and does not wish to pay the entire balance up front.

State Sales Tax not included in package pricing.

Out-of-State Location Wedding: Fees will be added to Wedding Package selected. These include i.e. Hotel accommodations for up to two (2) photographers, food, Air / Car Rentals – (Mileage if East Coast / Middle Atlantic States) and non-photographic travel day rate of \$350.00 for primary photographer and \$150.00 for secondary photographer per day.

All re-orders must be prepaid.

Allow up to 4 - 6 weeks for delivery of the Digital Composite preview portfolio / album with 400 to 500 photo / images.

Allow between 12 - 14 weeks for delivery of the final Custom Leather Album's order & Color / B&W non - album Prints (From the time it takes the Bride and Groom to communicate their selections).

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## Wedding Photography Checklist - Photo Opportunities

A short list of the many special photographic moments we do our best to capture during the course of your wedding day.

Wedding Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Photographer(s) Start Time \_\_\_\_\_

### Miscellaneous

- Mother/Maid of Honor adjusting veil
- Bride putting on garter with bridesmaids looking on or Brides father putting on garter
- Bride in dressing room with mirror
- Corsage being pinned on mother
- Corsage being pinned on father
- Portrait of mother and bride
- Portrait of father and bride
- Brothers and sisters and bride
- Group photos of Bride and bridesmaids
- Individual photos of Bride with each bridesmaids
- Bride leaving house with parents and bridesmaids
- Father helping bride into car
- Bride and matron of honor
- Bride with parents
- Bride and mother
- Bride and father
- Bride kissing father on the cheek
- Bride and mother with father looking on
- And any additional photos the family requests

### At the ceremony location prior to ceremony

- Groom and groomsmen photographs
- Best man adjusting groom's tie
- Groom and best man handshaking
- Groom and groomsmen handshaking
- Groom with father
- Bride and bridesmaids group pose in vestibule or dressing room
- Bride's mother on usher's arm
- Groom's mother on usher's arm
- Grandparents accompanied down the aisle
- Other people accompanied down aisle

### During the ceremony

- Bridal party coming down the aisle
- Bridesmaids, flower girls, and ring bearer coming down the aisle
- Bride being taken down aisle by father
- Father giving away bride
- Photos during the ceremony itself (Pre-approved by officiator) (These can also be taken as setup shots after ceremony)
- Time exposure of overall area during ceremony
- Groom kissing bride full length
- Groom kissing bride 3/4 pose

- Groom kissing bride tight head shot pose
- Groom putting ring on bride's finger
- Bride putting ring on groom's finger
- Bride and groom lighting candles, full length
- Bride and groom lighting candles, 3/4 pose
- Bride and groom's hands with rings and flowers
- Bride and groom with officiator
- Bride and groom and bridal party with officiator
- Bride with bridesmaids flowers around her
- Bride and groomsmen
- Groom with bridesmaids
- Bride and groom coming down the aisle
- And any additional photos the family requests or photographers need to complete the wedding story.

#### After the ceremony at the ceremony location or selected site

- Receiving line after ceremony
- Best man signing certificate with bride and groom looking on (if applicable)
- Matron of honor signing certificate with bride and groom looking on (if applicable)
- Bride and groom at ceremony location door (or stained glass window) in silhouette
- Bride and groom on the steps of ceremony location or at selected site
- Bride and bridesmaids on the steps of the ceremony location or at selected site
- Groom and groomsmen on the steps of the ceremony location or at selected site
- Group photos back inside ceremony location or at selected site (Use ceremony location altar/steps, etc.)
- Bride and groom with bridal party standing
- Bride and groom with bridal party sitting (if applicable)
- Bride and groom with bridal party (alternating male and female)
- Bride and groom with all of the Brides family (as big as the bride would like to go)
- Bride and groom with brides immediate family
- Bride and groom with bride's parents\_\_ Bride with her parents
- Bride with her mother
- Bride with her father
- Bride and groom with all of the groom's family (as big as the bride would like to go)
- Bride and groom with groom's immediate family
- Bride and groom with groom's parents
- Groom with his parents
- Groom with his mother
- Groom with his father
- Bride and groom with both sets of parents
- Bride and/or groom with special family members (e.g. favorite uncle, best friend, generations photograph, etc)
- Bride and groom leaving inside of ceremony location
- Getting into car or limo
- Photos through the sun roof of the limo
- Photos while seated in limo
- Wide Angle photos of ceremony location/ceremony site and limo
- Mood photos in and around the ceremony location/grounds or at selected site on the way to the weddings reception site.
- Outdoor photos of bride and groom
- Outdoor photos of wedding party
- Photos of groom and best man
- Photos of groom and groomsmen
- Photos of bride and maid of honor
- Photos of bride and bridesmaids
- Bride and groom leaving ceremony location (birdseed, rose pedals)

#### At the reception

- Receiving line (If not taken earlier)
- Wedding cake (prior to being cut)
- Guest book
- Guests signing book
- Wedding Favors
- Gift table
- Introduction of the wedding party
- Wedding party toasting bride and groom
- Close up of bride and groom toasting
- Close up of bride and groom at head table kissing

- Group Photos of guests at their table during the meal
- First dance
- Parent dance
- Bride and father dance
- Groom and mother dance
- Parents dancing
- Bridal party dancing
- Guest dancing
- Bride showing rings to bridesmaids
- General dancing Photos (wide and close up)
- Flower girl and ring bearer together
- Candid Photos of guests and bridal party as conditions permit
- Bride and groom posed in front of the cake
- Cutting the cake
- Bride and groom feeding cake to one another
- Bride faking the bouquet toss
- Bride throwing the bouquet
- The catch of the bouquet
- Groom taking off garter
- Groom and garter
- Groom throwing the garter
- The catch of the garter
- Group photo(s) of bride and groom with the recipients of the bouquet and garter
- Guest leaving
- Posed departure Photos of bride and groom (kissing, waving, etc.)
- Getaway car (if available)
- Bride and groom leaving reception area (birdseed, rose pedals) if not already photographed
- Bride and groom in car as it goes in to the distance.

Remember - all weddings are unique. Our wedding list is meant to be used only as a guide, not the rule.

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#### Copyright Notice

The PJCavanna Photography intellectual property may not be copied to another computer, transmitted, published, reproduced, stored, manipulated, projected, or altered in any way, including without limitation any digitization or synthesizing of the images, alone or with any other material, by use of computer or other electronic means or any other method or means now or hereafter known, without the written permission of Peter Cavanna and payment of a fee or arrangement thereof.

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PJCavanna Photography vigorously protects copyright interests. In the event that an infringement is discovered you will be notified and billed at the minimum 10x the INVOICED FEE for unauthorized usage and/or prosecuted for Copyright Infringement in U S Federal Court where you will be subject to a fine of US\$150,000 statutory damages as well as all court costs and attorneys' fees.

Regards,  
Peter Cavanna Photography