

Booking Information & FAQ's

- If you don't know all the information on the contract (venue, times, etc.), that's ok. We can change the contract as you plan your day. The important part is to actually book your date, as I book weddings about a year in advance.
- Read through the entire contract before booking.
- The \$500 wedding retainer is **REQUIRED** to be paid, along with the contract, to officially book your day. I will **NOT** hold your date without the retainer and contract in hand. The \$500 retainer counts towards your TOTAL wedding package balance and can be paid via cash, check, or PayPal. Should you pay check or PayPal, tax will be added to the total amount. Cash payments are free of tax.
- The week of your wedding, we will set up a meeting/phone call to go over the entire contract and picture plans for the day. Should you already know the timeline of your wedding prior to the week of, we can schedule the meeting/phone call earlier than the week of, per your preference.
- For family pictures, it works best if you send me a list of the family poses your wanting. For example: Bride, Groom and parents. Please use your families actual names on the list, so during family picture time, I can call out their name to make the process quick and easy. Send your family picture list to me at terihooperphotography@gmail.com.
- I'm more than happy to look at a Pinterest board of ideas for wedding pictures – just know, everyone's wedding is different, and I can't always duplicate the pictures you choose on Pinterest. Send your Pinterest board to me at terihooperphotography@gmail.com.
- Tips for flowers, make-up and hair for wedding day pictures:
 - Keep make-up natural looking. Using dark eyeshadows can cause your eyes to look too dark in pictures. Certain make-up techniques can actually “reflect” light in pictures, causing your face to look shiny.
 - For flowers, it's best to use the opposite flower colors on the bride as you do for your bridesmaids. For example, if your colors are purple and white, order the bridesmaids flowers bouquets to be more white and your bouquet more purple. Color stands out against your white dress instead of white flowers.
 - Hair “whispies” (hair dangling from the sides of your forehead) aren't recommended if you want outdoor pictures. Often the wind catches these whispies, blowing them across your face, and are sometimes impossible to PhotoShop.

Teri Hooper Photography Wedding Agreement

29628 Outer Rd. 61 Canton, MO 63435 217.430.0146 terihooperphotography@gmail.com

WEDDING DATE: _____

Please complete the form to the best of your ability, read and sign at the bottom of the last page, and return by mail or to terihooperphotography@gmail.com. **Both bride and groom must sign.** The photographer is not responsible for mistakes due to missing or incorrect information.

Bride & Grooms Names: _____

Address to mail order(s) and correspondence to: _____

E-mail Address: _____

Phone Number(s): _____

Please mark the box next to the wedding package of your choice:

- Basic Wedding Package - \$200/hour
- USB Drive of all beautifully edited images
 - Print Release
 - Online Proofing Album

- Traditional Wedding Package - \$2,000
- Engagement Session – 1 Hour
 - All Day Wedding Coverage
 - Album of 250 Prints
 - 16x20 Canvas Print of your photo choice
 - USB of all beautifully edited images
 - Online Gallery of images
 - Print Release

A second photographer can be added to the “Basic” or “Traditional” wedding package for \$300 more; this is great for weddings on a time crunch or for bridal parties getting ready in two separate locations.

- Yes, please bring along a second, equally experienced photographer, for \$300 more

- Full Wedding Package - \$2,600
- Engagement Session - 1 Hour
 - All Day Wedding Coverage by 2 Photographers
 - Pick 2 From The “Print Products” Options
 - Album of 250 Prints
 - 16x20 Canvas Print of your choice photo
 - USB of all beautifully edited images
 - Online Gallery of images
 - Print Release

Additional Fees:

Mileage: Calculated at \$0.50/mile, starting 30 miles from Canton, MO. \$ _____
If wedding is 3+ hours away from Canton, MO, an overnight hotel room stay may be necessary.

Total Amount Due: \$ _____

Retainer Check # & Date _____ Less \$500 Non-refundable Retainer \$ _____

*Check, credit/debit, or PayPal - add 7% tax to each payment. Avoid tax by paying cash.

Bridal Party Information:

Number of groomsmen: _____ Number of bridesmaids: _____

Ring Bearer: _____ Flower Girl: _____

Additional Bridal Party Participants, please list below:

Pre-Ceremony Information:

Coverage Desired: These events are typically covered, should they take place at your wedding (circle all that apply)

Bride & bridesmaids getting ready: Yes No Location & Time: _____

Groom & groomsmen getting ready: Yes No Location & Time: _____

Bride & Groom First Look: Yes No Location & Time: _____

Letters/messages to each other: Yes No Location & Time: _____

Father & Bride First Look: Yes No Location & Time: _____

Any other photos you would like to take “pre-ceremony,” please list below:

Ceremony Information: *The ceremony order of events must be sent to me at least 1 day before the wedding.*

Start Time: _____

Time wanted for photographer to arrive: (if not wanting photos of getting ready) _____

Name of Venue:

Address:

Please list ceremony events below: (unity candle, flowers for parents, etc.)

Are there any locations you’d like to stop at for bridal party photos prior to the reception?

(Please describe location and/or give address)

Reception Information:

Start Time: _____

Name of Venue: _____

Address:

Coverage Desired: These events are typically covered, should they take place at your wedding (circle all that apply)

“Party Bus” ride to reception: Yes No

Garter Toss: Yes No

Bouquet Toss: Yes No

Cake Cutting: Yes No

Dollar Dance: Yes No

Any other photos you would like to take during the reception, please list below:

Print Products Options: (Only fill out with the Full Wedding Package)

- Circle 2 of the below items you'd like included with this package.
- **Products will be of your choice photos.**

- Split Photo Tile, Set of 4
- 16x20 Poster Print
- 20x30 Poster Print
- 11x14 Canvas Print
- 8x11 Premium Layflat Book (Minimum of 20 pictures printed in book, max of 35)
- Set of 24 Folded Thank You Cards
- Christmas Ornament
- Additional 100 photo prints

Agreement/Jurisdiction:

The person(s) whose signature(s) appear on this contract, known as "Client", agree that, known as "Photographer", shall provide services to photograph their wedding and related events to the best of her abilities, in the manner described in this document. This is a binding contract which incorporates the entire understanding of the parties, and any modifications must be in writing, signed by both parties, and physically attached to the original agreement. The laws of the State of Missouri shall govern this contract, and any resulting arbitration shall take place within Clark County, Missouri. Client assumes responsibility for all collection costs and legal fees incurred by photographer should enforcement of this contract become necessary. In the event that any part of this agreement is found to be invalid or unenforceable, the remainder of this agreement shall remain valid and enforceable. Any failure by one or both parties to enforce a provision of this agreement shall not constitute a waiver of any other portion or provision of this agreement.

Engagement Session: It is the sole responsibility of the couple to book their engagement session with Teri Hooper Photography. Should the couple not schedule their session, it cannot be credited towards the wedding package total. It will be forfeited. Mileage for engagement session is calculated separately from the wedding event at a rate of \$0.50/mile, and is limited to 1 hour, mileage not included in the session time.

Retainer and Payment:

Client shall reserve the time and date of services by signing and returning this contract along with a **non-refundable, non-transferable reservation retainer of \$500. No date is reserved until the contract and retainer are received.** The balance due for the photography services must be paid in full 14 days before the wedding **OR** day of the event date, IF special arrangements have been made. In the event Client fails to remit payment as specified, the Photographer shall have the right to immediately terminate this agreement with no further obligation, retain any monies already paid, and not attend this event. Returned checks will be assessed a \$50 non-sufficient funds fee, and all future purchases/payments must be paid in cash. Unless the contract is canceled, the retainer fee shall be applied to the photography fee total.

Cancellation:

If for any reason Client cancels this contract before the wedding date, photographer will keep the made retainer. Cancellation must be in writing, and signed by the contracted party. If client fails to supply written cancellation as specified before the wedding date or cancels within 30 days of the wedding date, client shall be required to pay the full balance due. Should the client book a "Basic" wedding package and cancel within 30 days, client shall be required to pay for an 8 hour wedding day, calculated at \$150/hour.

Reschedule:

In the event that client reschedules the wedding and photographer is able to rebook the original wedding date, client will receive credit for all monies already paid. A new contract may be required. The new package price will reflect pricing in effect when the date change occurs. In the event that client reschedules the wedding and photographer is not able to rebook the original wedding date, client forfeits the retainer but will receive a credit for all other monies paid. Credit may be applied to wedding coverage within one year of original date provided photographer is available.

Liability:

If Photographer or her agent is unable to perform any or all of the duties herein for any reason, including but not limited to, fire, transportation problems, acts of God, accident, illness, or technical problems, and if she cannot provide another competent professional, all money received by photographer, minus expenses, will be returned to client, and photographer shall have no further liability with respect to this agreement. This limitation of liability also applies to any loss/damage of photographs or failure to deliver photographs for any reason. Liability for a partial loss of photographs shall be pro-rated based on the percentage of total. The sole remedy for any actions or claims shall be limited to a refund whose total amount cannot exceed the total monies paid by client under this agreement during the time preceding the date on which such liability arises.

Photo USB Drives:

Upon receipt of a photo USB client accepts all responsibility for archiving and protecting the photographs. Photographer does not permanently archive image files, except for up to 1 year after the wedding date. The online gallery allows you to download your images to any storage device, should you want to make a "back-up". Photographer is not responsible for the lifespan of any digital media provided or for any future changes in digital technology or media readers that might result in an inability to read USB provided. It is client's responsibility to make sure that digital files are copied to new media as required.

Photo Product Order

Once photographer releases images to client, the client has 30 days to let photographer know which image they would like for their print products. Should client wait longer than the 30 day time period, print products will be forfeited by the client. Print products cannot be forfeited for cash value or substituted.

Responsibilities:

Unless agreed upon in advance, Teri E. Hooper shall be the exclusive photographer retained for the event. Photographer assistant may be brought if indicated in the contract above. **Wedding guests may take photos, but it is the responsibility of client to prevent family and friends from interfering with photographer's duties. Guests using flash photography can interfere with Photographer's photos, resulting in poor quality photos.** Photographer is not responsible for compromised coverage due to causes beyond her control such as other people's camera or flash, the lateness of the bride, groom, family members and bridal party members or other principles, weather conditions, schedule complications, rendering of decorations, or restrictions of the venues or officiate. Photographer is not responsible for existing backgrounds or lighting conditions which may negatively impact or restrict the photography coverage. Client agrees to confirm the schedule one week prior to the event and to send the photographer a copy of the program prior to the wedding. Notification of any changes in schedule or location must be made in a timely manner. Changes can be made by phone, or e-mail.

Coverage:

Photographer will provide coverage for the dates, locations and continuous hours specified in this agreement. Additional travel or coverage hours may be added by agreement on the wedding day and must be paid in full before any photos or products are released to the client. Every reasonable effort will be made to take requested pictures, but no specific pose or photograph can be promised. Any lists supplied will be used for organizational purposes only. Images determined by the photographer to be substandard or duplicated may be edited out. The photographer will use her professional judgment and sole discretion to select which photos to deliver. Such selection shall constitute all images that will be made available to Client. Photographer agrees to stay up to 2 hours at the wedding reception. Additional time will be calculated at \$150/hour if additional time is requested or needed.

Image Processing/Printing:

Unless agreed upon prior to any editing work, high-resolution USB drives and/or proof sets may contain a mixture of color, black and white, and selective color images. Limited color correction and/or retouching are included at photographer's discretion. Client may request further changes for an additional charge. Photographer is not responsible for any prints that are not ordered directly from her. For best results, clients with the high-resolution files should order their prints through a reputable lab, or through the photographer's online gallery.

Model Release:

This contract serves as a model release giving the Photographer the irrevocable right to use the photographs in all forms and in all media and in all manners, without any restriction as to changes or alterations, for advertising, trade, promotion, exhibition, or any other lawful purposes. The photographer can grant use of the images to third parties and all compensation for use and credit for the images remain the property of Teri Hooper Photography. Client waives any right to inspect or approve the photograph(s), finished version(s) incorporating the photograph(s), or the use to which it may be applied, including written copy that may be created and appear in connection therewith. This release is binding on the client, their legal representatives, heirs, and assigns.

Copyright:

All photographs taken by Teri E. Hooper are her property, will remain her property and are protected by United States Copyright Laws (USC Title 17). Client hereby waives any claims for ownership, income, editorial control and use of the images. Violators of this federal law will be subject to its civil and criminal penalties.

Reproduction:

Client agrees to purchase prints directly from Photographer unless in possession of high resolution digital files. Client agrees not to scan, copy, or reproduce images in any manner without written permission. Should Photographer become aware of reproduction without permission, Client will remit a usage fee of \$300 per image, per usage to photographer. If high resolution digital files are purchased, a written release will be supplied with those files. The release grants client the right to reproduce the images provided for their personal use only and does not allow the photos to be altered, sold or published. Client further agrees not to supply images to any third parties (including vendors associated with the wedding or album designers).

Food/Breaks:

The photographer(s) will be allowed one 20 minute break at their own discretion, and bathroom breaks when necessary. Each photographer will be provided a full guest meal for wedding coverage lasting longer than 5 hours. Photographer will eat during the time the bridal party is eating – as this will ensure photographer is fed and ready for remainder of reception coverage. If no meal is provided, the photographer(s) reserves the right to go off-site for a meal for 45 minutes.

Alcohol/Drug Consumption

Photographer will not be involved in/liable for/or photograph any illegal activity in regards to underage alcohol consumption or illegal drug activity. Moreover, should your bridal party choose to drink prior to photographs being taken, this can result in "drunk eyes" appearing in your photographs. "Drunk eyes" or any other "under the influence" results will not be edited out. Moreover, photographer will not modify timeline of photos due to an impaired client, bridal party participant, or family member that is under the influence.

I have read, understand and agree to the terms and conditions of this Agreement. Each person signing as client below shall be fully responsible for ensuring that full payment is made pursuant to the terms of this Agreement.

Photographer: _____ Date: _____
Client: _____ Date: _____
Client: _____ Date: _____

Please mail the signed contract to Teri Hooper, 29628 Outer Rd. 61, Canton, MO 63435, OR e-mail to terihooperphotography@gmail.com OR set up a meeting date.