

Videographer Shooting Policy
MANDATORY COMPANY POLICY
EFFECTIVE IMMEDIATELY

Uploading to Server: - Server upload instructions will be sent and can be available inside the document section of your staff portal.

1. All footage is due in its entirety by the following Tuesday at 10AM.
 - a. Example: Event is on 12/19/15 footage is due on 12/22/15
2. All files per wedding are to be placed in 1 folder titled in the following format:
 - a. Bride Last Name - Groom Last Name Wedding Date Video RAW
 - i. Example: Myers-Karas 11-11-2011 Video RAW
 - b. Keep your folder on the server organized as there are many backup processes occurring.
 - c. Properly label all audio components within the folder (Groom Mic, Officiant Mic, Toasts, etc)
 - d. When uploading there should three folders (Camera A, Camera B, Audio)
3. If unable to upload for technical reasons, immediately contact the Production Manager via email at production@enchantedcelebrations.com. Include a screenshot of your error.
4. Payroll is not administered until all footage has been uploaded, despite any technical difficulties.
5. As per signed company rules and regulations, footage turned in late will result in a \$25 per day pay dock.
6. Even if you are doing the edit, raw footage is still due on time, in its entirety to be paid for the shooting aspect of the contract.

Shooting Frames Per Second:

Enchanted Celebrations recommends all videographers shoot at the highest frames per second that their camera will allow. Further, 60fps is the suggested frames per second as this makes the editing process smoother. If your camera allows 60fps at 1920x1080 then please use 60fps. If you have a question concerning your camera and what frames per second you should be shooting, please contact the Production Manager BEFORE the event for clarification.

Shooting:

- All videographers must shoot in .MP4 or .MOV (Do not shoot in .MTS)
- Cameras should be in standard picture profile with appropriate white balance used
- Establishing shots and b-roll are required
 - Bridal/groom prep details
 - Venue details
 - Ceremony details
 - Cake
 - Flowers

2 Camera Body Policy:

Due to past circumstances and the unreliability of memory cards, all videographers are required to actively use two camera bodies during ALL aspects of the day especially ceremony, introductions, formal dances, toasts, cake cutting, and other major events.

The use of a second camera body is required to take a backup video in case there is a memory card failure of the main camera body. The use of a stationary HD camcorder on a tripod is acceptable for policy compliance.

All footage, even backup footage must be turned in and will be archived after every event. Footage is not to be erased at any time ever regardless of condition.

Memory cards are not to be re-formatted until data transfer is confirmed by the Production Manager.

2 Audio Recorder Policy:

Due to past circumstances of data loss and poor audio recording all videographers are required to use two independent audio recorders.

If there is memory card or other equipment failure, we will be able to use audio from the backup recorder and not have to provide a refund, contract online reputation management services, and/or pay attorney fees in the result of a client imposed legal action.

Two audio recorders should ALWAYS be used during the ceremony AND reception.

During the ceremony, one with a lav mic on the groom plus another somewhere in the church. It would be ideal to plug into the church or venues sound board, however since most churches will not let you do this and most priests, pastors, or clergy will not let you mic them. The absolute best case scenario is to put an audio recorder on each podium and anywhere you think someone may speak from.

During the reception one recorder should be plugged directly into the DJ's sound board (ensure that the music AND microphone are being recorded when you do a test). The second recorder should be on the camera and if possible a third recorder placed near the DJ's speaker.

Turning in two independent audio recorder sources is a requirement to be paid in full for the event. Turning in only 1 audio source will result in a 30% pay dock which may be administered after payment has been made to you and the footage has been reviewed by an editor.

Failure to comply will result in termination of existing bookings as well as loss of future bookings. In the result of non-compliance with this policy and there was a memory card failure, as an independent contractor, you are held liable for covering the cost of a client refund and are liable for legal action from the client separately than their legal action against Enchanted Celebrations as a company.

Audio Always On Policy:

At Enchanted Celebrations we have an "Audio Always On Policy," meaning that, no matter what, when you are filming video, your audio recorders are always on; even if you feel the audio will not be used in the highlight because it is unimportant, windy, etc. Recording ALL the audio of the day is just as important as recording ALL the video of the day.

Failure to comply with this policy will result in a 30% pay dock which may be administered after payment has been made to you and the footage has been reviewed by an editor. The pay dock will be applied if less than 15 seconds of audio has not been recorded.

Recommended Tripods/Sliders:

Providing our clients with clean, high quality, non-shaky video is one of the most important technical aspects that we need to focus on. To do so, Enchanted Celebrations recommends the use of fluid head tripods and sliders at ALL times possible.

Amount of Footage:

Raw footage is included in all of our packages to our clients. Clients regularly review raw footage. It is imperative that the most amount of raw/stock footage is taken throughout the day. While the actual amount of footage is determined by the length of the day and its activities, every effort should be made to provide the client (and editor) with the maximum amount of raw footage possible. On event day, special care should be taken to record additional B-roll and to discuss other aspects to film with the client if the day's events are not providing enough footage.

Archival of Footage:

As an independent contractor, you are legally liable to the client for any missing, lost, damaged, or poor (shaky) footage. In the event of any of the above instances, the client may litigate Enchanted Celebrations independently of its independent contractors (meaning, you will have to provide your own counsel at your own expense). The best way beyond doing a good job in the diligent collection of footage to avoid a lawsuit is to archive ALL footage for a period of 10 years post event in 2-3 different locations. Different locations should be varied in types such as hard drive, BluRay, and cloud services. If a litigation does arise, your footage will be critical for your defense. Not being able to provide professional looking footage in court will certainly ensure the verdict going to the client and you will be required to pay damages and fees.

Acknowledgement:

As an independent contractor videographer at Enchanted Celebrations, I acknowledge and understand the above company policy. Failure to comply with any aspect will be construed as poor performance and may result in a pay dock, forfeiture of future assignments and forfeiture of pay increases.

Printed Name: _____ Signature: _____ Date: _____

Enchanted Celebrations
Wedding Film Editing Guidelines

Winter 2015

Below you will find a quick guide to editing and exporting wedding films for Enchanted Celebrations. This guide should answer most questions and problems you may run into while editing a wedding with us. You will also find recommended software and computer hardware to make all of your edits a success.

Supervisors:

- Director of Operations:
 - Email: operations@enchantedcelebrations.com
 - Office Line: 888.268.7420 ext. 704
 - Senior Management, event preparation and scheduling, administers payroll

Effective Date:

This policy is effective on all existing video editor work orders assigned and turned in after 12/31/15.

Hardware/Accessories:

- DVD Burner (needed)
- BluRay Burner (recommended)
- External Hard Drives – this will save you if your computer crashes or dies. Having back ups of all edits you are working on is very highly recommended when working as a professional video editor.

Software:

- Editing Software (needed) - You will need a good editing suite. The industry standards are Final Cut Pro X and Adobe Premier. These are highly recommended but any editing suite will do such as Sony Vegas, Corel, etc. You may also use Davinci Resolve as another editing software option.
- Audio Editing Software (recommended) - Most videographers use audio recorders to capture the vows, speeches, etc. It is wise to have an audio editing suite to improve these files if needed. Adobe Audition and Avid Pro Tools are the industry standard but for the small fixes you may need to do you can get away with Audacity which is 100% free and very easy to learn.
- Audio Syncing Software (highly recommended) - Since the vows and other portions of the wedding are captured on more than one camera, on audio recorders, external mics, etc; you are going to need to sync all of that in post. This can be done manually in any editor but is time consuming and you may make mistakes. Red Giants Plural Eyes syncs all of your cameras and audio in one click. This will save you time and make your workflow more efficient.
- DVD Burning (needed) - Most computers come with a DVD burning suite. But if you need one, Roxio Toast is a great option for Mac and PC. This suite allows you to burn both DVDs and Blurays.
- Compression (needed) - In order for us to send the files to our clients via digital download we need to make sure that each file (i.e. highlight and raw footage) is under 8GB.

Editing:

The goal is to make high quality wedding films. Here are some tips and tricks for editing a successful wedding film.

- No cheesy transitions. To keep it professional try to limit yourself to using fades, simple cross dissolves, or no transitions at all. Usually you only need a fade in the beginning and a fade at the end. Try to use the music for transitions, switch clips to the beat of the music etc.
- The more talking the better. Nobody wants to see a 30 minute music video; whenever possible include audio of people talking during the video. It is best to do this while music is playing underneath the clips.
- Try not to use shots of shaky footage, zooming in and out (this can look good if done right), or unflattering shots.
- A quick trick to fix problems in an edit is to use slow-motion. For example, if you have a shot of a bride walking down the aisle that is 4 seconds long but the last 2 seconds are

shaky; cut the clip in half, get rid of the shaky portion, and slow down the good portion. Now you have a 4 second clip that is all usable. This should only be used on videos shot in 60fps as it may be choppy at 24fps.

Examples of different types of edits can be found at:

<http://www.enchantedcelebrations.com/video-editing-resources/> the password is: EC

Exporting:

When exporting your final edits, it is important which settings you use. This is crucial when a client is getting digital downloads of their wedding. The most universal video format is mp4(.MP4). These videos can usually be played on all computers, devices, and consoles.

Compression:

Due to the limitations of online video hosting and our archive server, each segment of the footage for each wedding must be compressed to 8GB or below. That means that for 1 wedding, the final raw footage file, must be 8GB or below AND the highlight file 8GB or below; equaling for a total of 16GB per wedding maximum.

If you use compression software and it greatly sacrifices the quality of the footage (highlight edit or raw), contact the Production Manager immediately. Do not continue to complete the project until additional instructions have been given by the Production Manager.

Raw Footage:

Raw footage should consist of taking every clip you have and turn it into one long video file. Clips should be in chronological order as they were taken on wedding day. In the beginning and end of the video file place the "raw footage bumper" for 30 seconds.

The approved bumper can be downloaded at:

<http://www.enchantedcelebrations.com/video-editing-resources/> the password is: EC

A sample of what raw footage should look like can be found at:

<http://www.enchantedcelebrations.com/video-editing-resources/> the password is: EC

Branding:

Make sure you follow the Enchanted Celebrations branding guide when picking fonts, titles, and colors.

The only approved fonts are clean san serif fonts (ie Josefin Sans, Century Gothic, etc) . Edits with ANY OTHER font will NOT be accepted as complete and will delay your payroll. We do not want to see script or serif fonts.

For 3-5 minute highlights, export one highlight with the Enchanted Celebrations logo in the lower right corner and one highlight without the logo. The logo placement and opacity should look like:



An approved version of the logo can be downloaded at:
<http://www.enchantedcelebrations.com/video-editing-resources/> the password is: EC

Burning (If Required in the Work Order):

Burn the DVDs or BluRays at the highest quality possible. This may take longer but it's worth it as clients will complain less; meaning you will have less re-edits. Remember, do not give the client a highlight with the EC logo.

Required File Naming:

All edits must be titled in the following manner:

Bride first name groom first name edit length edit type wedding date

Examples:

Nicole and Alex 30 Minute Highlight 11-11-2011

Nicole and Alex 3-5 Minute Highlight 11-11-2011

Nicole and Alex Raw Footage 11-11-2011

Nicole and Alex DJ Jesse Edit 11-11-2011

Required Upload Locations (For Digital Download Delivery):

A. 3-5 Minute Highlight with logo: AWS S3 videohighlights bucket, into the videographer's project (name) folder

1. This should be the final video with all re-edits. Only save this file one time to the videographer's folder.
2. If you accidentally upload the wrong version - please ask production@ to delete the incorrect video while you upload the correct one
3. Please refer to the file naming instructions above to be sure the file names are compliant - no special characters, foreign characters, etc. in the file names of videos uploaded to AWS S3.

B. 3-5 Minute Highlight without logo: Google Photos

- C. 30-90 Minute Highlight (if contracted): Google Photos
 - D. Raw footage (as 1 continuous file in 8GB or smaller clips): Google Photos
 - E. DJ Edit (if contracted, always with logo): AWS S3 videohighlights bucket, into the DJ's project (name) folder
 - 1. This should be the final video with all re-edits. Only save this file one time to the DJ's folder.
- See items A.2 and A.3 above

EC Wistia and Google Photos login information can be found at:
<http://www.enchantedcelebrations.com/video-editing-resources/> the password is: EC

How to Upload and Send Via Google Photos:

1. Make sure files sizes are 8GB and under
2. Make sure raw footage is broken into 8GB or smaller clips with EC bumper in beginning and end of EACH clip
3. Make sure all files are named correctly (see above format)
4. Log into Google Photos at: photos.google.com using the video@enchantedcelebrations.com account
5. Upload each file
6. Create a "Share Album" and add all of the files to the album
7. Name the Album in the correct format
8. Email the share link to production@enchantedcelebrations.com

Concerning Re-edits:

Being that this is a creative process, there are, on occasion, times when the client will request a re-edit. Do not take this personally, it is just a small disagreement between their expectations and your creative process. It is not a big deal! What is important is that we complete the re-edit to their new specifications in a timely manner. Pay rates for re-edits can be found in your offer letter.

Payroll:

Payroll is administered by the Director of Operations every Tuesday at 1PM at the request of the Production Manager. That means, to be paid for that week, on Tuesday your footage needs to be entirely in the previous day so the Production Manager can review it thoroughly. After review, the Production Manager will make a request that you are paid for the project by the Director of Operations.

Just because you submit your project items before Tuesday at 1PM does not guarantee that you will be paid in that pay period. The Production Manager must still review the footage thoroughly. Footage is reviewed in the order that it comes in with the rest of the department's workload; meaning the Production Manager will not immediately put a hold on in progress department assignments to review your footage so you can be paid in time for Tuesday's payroll. Please plan accordingly when submitting your footage to allow for this common delay in busy seasons.

Based on past performance, the Director of Operations has the authority to double check the completed assignment before payroll is administered. This may delay your payroll for that week, no further compensation will be awarded.

Acknowledgement:

As an independent contractor video editor at Enchanted Celebrations, I acknowledge and understand the above company policy. Failure to comply with any aspect will be construed as

poor performance and may result in forfeiture of future editing assignments and pay increases.

Printed Name: _____ Signature: _____ Date: _____