

# Miller Multimedia Group

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## Pre-Production Material Needed Two Weeks Before Your Wedding.

**It is time to decide on the number of hours that you want me to cover your wedding day.  
Please let me know the hours so I can calculate your balance.**

I need the:

- \_\_\_\_\_ • **BALANCE** send check or credit card information (below)
- \_\_\_\_\_ • **DIRECTIONS** to the dressing location(s) if being covered, the ceremony and reception.  
Written directions are very important as I send copies to my assistant who lives in Baltimore.
- \_\_\_\_\_ • **PLANNING GUIDE** please complete and return.
- \_\_\_\_\_ • **MUSIC** I need one song for dubbing over the Flashbacks at the end of your tape. Send a CD with the song indicated. If you do not send music before your wedding, I will use my own music. The ideal length of the song should be about 3 minutes long. The CD will be returned with your completed videotape.

Balance can be paid with your Visa or MasterCard Credit Card and is due two weeks prior to event.  
To pay with credit card, complete the form below and return or fax it to me at 251-625-3672.  
I will charge the balance due on your credit card below two weeks before your wedding.

Yes, I want to charge my credit card the "balance due", two weeks before the event.  
Plus any approved overtime, after the event.

\$ \_\_\_\_\_  Visa  MasterCard \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Signature \_\_\_\_\_ Name on Card \_\_\_\_\_ Exp. Date \_\_\_\_\_

### Remember

**1. CEREMONY ARRANGEMENTS:** I am naturally very unobtrusive and will not distract you or your guests while videotaping your ceremony. I often attend the rehearsal and can speak with clergy about their video restrictions. Please ask the officiating clergy if I can videotape in such a way as to be able to see your faces during the ceremony. They are often more open to accommodating you and your special requests than accommodating me.

**2. ATTENTION GROOM:** I will be attaching a tiny wireless microphone to your jacket about 15 minutes before the ceremony. The microphone will be connected to a small transmitter that you will attach to your trouser waist band. The microphone and transmitter (microphone system) are very important to properly record audio during the ceremony. **Please do not turn the transmitter off or detach the microphone after I put it on you.** Nothing you say in this microphone prior to the ceremony will be recorded. It will not be heard throughout the church at any time and once the ceremony begins, it will be recorded only on video. Feel free to say all the beautiful things you naturally would say to your bride during the ceremony. I will remove this microphone system right after the ceremony. Leave the microphone system attached until I (or my assistant) take it from you. **Do not pass the microphone system to anyone else.**

**3. PROVIDING A MEAL:** From the time my assistant and I leave my studio, to the time we return, is typically ten or more hours. A courtesy meal for us will be very much appreciated. If you are having a sit-down dinner, please ask the catering director to prepare two sandwiches or vendor's meals early and leave them in a suitable location near the reception room, **before** you are served your first course. It is important for us to eat early so we are free to videotape you as you visit your guests at their tables. We don't want to miss anything. If you are having a buffet, we can help ourselves to a meal unless you prefer for us to eat a separate vendor's meal. Please contact me if this is a problem. I will have one videographer/assistant with me, so two meals total would be great. Thank You.