

## Quick Reference Sheet

### YOU ARE

A talented, responsible and awesome independent contractor with your own professional liability insurance and your own gear, ready and waiting to go and make some magic.

### WE ARE AIMING TO CREATE WORK IN OUR STYLE FROM YOUR FOOTAGE LIKE THIS

[https://www.youtube.com/watch?v=uuLTbE\\_9uW8&feature=youtu.be](https://www.youtube.com/watch?v=uuLTbE_9uW8&feature=youtu.be)

<https://www.onceuponatimefilms.com/photo>

### WORKFLOW

1. We reach out about your availability for a date and offer a fee
2. If you want the gig and agree to the fee, you block off your calendar for that day and we confirm you are booked, you are now responsible for covering that day
3. We send you the documentation on the client and you prepare accordingly
4. You bring professional equipment, arrive in advance of the start time and film the event
5. You upload all raw footage to our cloud storage MAKE ONE ZIP OF ALL FILES - here is the link: <https://driveuploader.com/upload/SZyYfcVxJP/>. We confirm we have everything and we pay you
7. Once the client receives the final film, after 3 weeks you can upload your own edits if you wish but dont tag client, vendors etc
8. If we contract you to edit we pay a separate fee for this
9. Everyone loves the work we made together, more people book us, we hire you and your gear more ad infinitum

### FEE

You are paid a total fee for the rental of your gear, you and your work and we do not cover any expenses. The fee number is based on the client spend and is adjusted and agreed upon after we reach out telling you the date and the pay.

### COVID19

The global pandemic is affecting all industries. Please do the following:

- wash hands when able
- wear a mask
- use longer lenses and stay further away than 6ft from guests/clients
- politely refuse if asked to high five or shake hands or similar, offer a friendly wave

- politely refuse if asked to touch or interact with furniture and so on

VERY IMPORTANT This is a changing situation, if you at any time are not comfortable filming that is fine, you are completely free to tell us you are no longer going to cover the event and there is no penalty. We are asking our clients to understand at this time and if we cant cover their event we will refund them and talk a guest through the best way to make an amateur record of the day. This also means that you take full responsibility & liability if you do take a gig with us for your health and the health of those you come into contact with. If there is a situation where you have to leave a wedding for your health and safety, we will refund the client minus a small fee and do what we can with the footage you got. Please weigh all the risks and only take a gig if you can safely protect yourself and others.

## ETTIQUTE

- turn up in advance of the start time
- dress nicely and appropriately for a wedding
- keep yourself safe and hydrated
- be polite and courteous always
- never let on if there is a gear problem that is not health or safety related
- politely refuse any alcohol if offered, no drugs or alcohol at any time of contracted hours
- tips must be shared with other contractors under our name there on the day
- always promote Once Upon A Time when talking to a client or guests or vendors before during and after the event
- do not promote personal work during contracted hours or after or before with clients / their guests
- always remain calm and never stress the clients
- if you are bullied or harassed in any way and need to leave, do so, we will deal with the client
- if a client reaches out to you personally after the event to tip you etc, that is great and doesn't need to be shared
- enjoy it! your a pro filming a love story, soak in the good atmosphere!

## GEAR / CODEC LIST

Please watch our example video & photo and using your professional eye judge your own gear needed to provide to achieve this. Here is our minimum suggested requirements.

Always aim for great

- on point exposure
- more than enough coverage
- beautiful composition
- engaging relevant content
- smooth camera movement
- accurate focus

-excellent dialogue sound quality.

## Video

- 2 x Stabilized Camera with low light lenses, GH5 or better, dual iso / full frame also desirable
- Shoot in Log Profile
- 50mbps lowest bitrate accepted
- record in 8 bit 420 .mov if possible to help our editing systems
- record 4K 60/24 native and 1080p 60/24fps native and 120fps Slow Motion
- H4N recorder and xlr cables for line input from DJ booth etc
- g4 sennheiser lavs at legal frequency
- 2 x tripod/monopod/stabilizer
- 1 x on camera LED light
- plenty of legit media (128 Sandisk Extreme Pro are good)
- Mavic Pro / Mavic Air and media
- enough batteries to run everything for a full day, and backups

## Photo

- Full frame camera
- professional lenses and range for wedding use
- professional lights

REMEMBER: You are an independent contractor, not an employee, and are liable and responsible for anything that happens on your watch! Thus, be careful and aware of your gear, make sure it isn't liable to go missing, and also that it won't fall or impede a guest!

## SHOT LIST

### Shot list:

#### The Day Begins

- The Girls Getting Ready

Getting slow motion elegant footage of the location, preferably drone, then slow motion well lit shots of the rings, shoes, garter, bouquet and so on. Encourage shots with the girls in their robes if appropriate and according to your gig document. Get those final moments with the bride putting on the dress, and a reveal if there is one for her bridesmaids / family etc.

- Guys Getting Ready

Make sure to get the guys helping the groom get ready, some fun up beat shots of them having a good time, some nice shots of him and his best man / family figure etc. Watches, hair, cufflinks, putting on the jacket, any favours and the atmosphere are all good to get.

#### The Moments Before The Ceremony

- First Look

The groom's face is the priority, and set it up so we see her walking towards him, her face, and then focus on him for the reveal. Same for family first looks.

- Couples Portraits and Individual Portraits

Use a lot of 120fps if there is sufficient lighting! Have the bride play with her dress, have them spin around, kiss, you can watch our movies for examples, walk away from the camera holding hands, walk towards it holding hands, touching forehead to forehead, laughing and talking to one another, him kissing her hand as he looks down the lens, have the couple turned into each other looking at the camera then turning and laughing or kissing.

- Bridal Party Photos

Fun shots, all together talking / laughing / champagne, walking past the camera, interacting with the bride and so on.

## The Ceremony

- Ceremony details, reception details, guests arriving

The whole location, preferably via drone, then intricate details and shots of guests arriving

- Ceremony

in full from multiple angles with always at least one stable shot to cut to and clean dialogue audio from at least the wireless lavalier attached to the officiant at a level where the officiant, the groom and the bride can all be heard well. Make sure to get the groom's reaction to the bride coming down the aisle, and the bride coming down the aisle so you can see her face too. Start the cameras and audio and roll them all continuously till the end of the ceremony, don't start and stop recording. Try and get a line recording from the H4N via XLR etc from the DJ booth as well. More - A stable, in focus shot that we can always cut to. This can be from the back, the side on the bride (sometimes behind and to the side of the officiant to get the bride is great) or the front and centre. Be respectful of other vendors and come up with a game plan. Remember the congregation will stand for the bride coming down the aisle and block all sorts of camera angles! Be prepared!

- Family Photos

Get some life into these if possible as well as the traditional shots!

## Reception

- Remainder Cocktail Hour/Reception Details

- Reception

Get the entrances, toasts and major dances and moments (cake cutting, etc) in full and lots of fun dancing and interacting shots, and the exit in full. Use a light if needed to get great exposure.