



Listening, THEN Creating

# Sports Reel Production

## Order Form and Services Agreement

ATTACH ONE SIGNED FORM TO VIDEOTAPES/MEDIA AT THE TIME OF DROP-OFF

Your Name: \_\_\_\_\_

Email: \_\_\_\_\_

Daytime Contact Phone: \_\_\_\_\_

Street Address, City, State and Zip Code for Billing: \_\_\_\_\_

**Following the Directions carefully and it will make your sports highlight production go more smoothly.**

- **Please contact the institution(s) where you will be submitting the DVD for review. They will give you guidelines for your reel and save you frustration by directing you with what they want to see the FIRST time. You may not get a second review from the coach.**

*We take the video from your tape or digital cards and prepare them for digital editing. This requires a capture of each tape or digital file to create a review DVD so that you can view it and tell us what clips should be placed into your final DVD product. The final DVD will be created from the times you provide as directions for us to edit.*

I wish to have the following number of Tapes/Files transferred to DVD based on the length of recorded material on each videotape or each file with a maximum of 120 min. of footage.

\_\_\_\_\_ x \$20.00 per analog tape transferred – 120 minutes max length      Subtotal \_\_\_\_\_

\_\_\_\_\_ x \$30.00 per High Definition tape – 120 minutes max length      Subtotal \_\_\_\_\_

\_\_\_\_\_ x \$35.00 per running footage hr. for Memory Card capture (including conversion from existing DVD format OR from Hard Drive/Client’s Camera) – Min. 1 hr.      Subtotal \_\_\_\_\_

Formats available for transfer: Any Digital Format Memory Cards you provide OR VHS, VHS-C, S-VHS, DV, DVCAM, Hi8mm, Digital 8mm and 8mm Tape

**NOTE: Quality from Some transferred Formats may not be preserved because of inconsistency between cameras whether HD or not, the distance from your subject and the way you shot the video**

- **Next, Review the DVDs we submit back to you.**
- **CRITICAL - - Please Use the Sport Reel Shot List Form at the end of this agreement to give us the “Start” and “End” Times of Each Clip that should be part of your final Highlight DVD. We will create a reel of play based on the times you have provided. This will greatly reduce the turn-around time for your project.**
- **The athlete will introduce themselves to those watching the highlight DVD OR use a title based open. Plan to have an introduction created in the mind of the athlete before coming in front of the camera. Ask the institution what they want to know**

about an athlete. Details might include High School of the Graduate, GPA, Position of Play etc. These details can be used in a professional opening of the video.

- Schedule the on-camera introduction recording with Brubaker Media Group. Allow one FULL hour for this video shoot. This can either be shot indoors or outdoors.

**\$40.00 – Required** Sitting Fee and/or Intro Screen Production

Subtotal **\$40.00**

After the introduction is shot OR produced and the game plays have been selected, Brubaker will professionally create the intro screen open, edit the segments together and prepare the final DVD for your coach's review. The **Player will be highlighted on the screen** for easy identification. One digital photo (untouched by us) is acceptable as a substitution to the introduction shot. Maximum Length of the DVD should not exceed 3 minutes per the suggestion of many coaches.

*Music is often not suggested by the majority of coaches. If you wish music, then add \$10.60 including tax for each additional appropriately licensed music bed from OUR library OR the cost of a licensed music bed OUTSIDE of our library plus 15%.*

Each clip of play edited into the segment will have a fee of \$5.00. Changing the order of the plays upon review of the final production will incur the segment fee.

\_\_\_\_\_ x \$5.00 per play clip edited This will be determined after you view your DVD discs and make the selection of what play should be highlighted.

Subtotal \_\_\_\_\_

**First Edited Highlight DVD produced (REQUIRED) – \$45.00**

Subtotal **\$45.00**

Uploads per Web Site - \$45.00 x \_\_\_\_\_

Subtotal \_\_\_\_\_

(includes rendering to required data file type and upload of production files to the Hard Drive that is offered as an IDEA below)

DVD Duplicates -

\_\_\_\_\_ x \$6.75 per additional DVD

Subtotal \_\_\_\_\_

**Non-refundable Fee** - 50% of estimated charges \_\_\_\_\_

**ALLOW 14 Business Days for the complete production from the time ALL shot lists are submitted to Brubaker Media Group.**

**HERE is an idea if you are updating your highlight video over the High School years!** Some of our clients have us upload the final digital product on a computer hard drive that is exclusively for their production each time we revise their reel. After we make a revision, we simply return the drive back to them with the old and new files included. They simply bring back the drive to us each time we do an update for a student during her/his sports career. We will use the past production and build for it.

This idea saves us production time and your money on charges that may have to be revisited because the original files would not be archived. Take for instance the recurring charge of the intro that would not have to be recreated each time, if it were stored on your hard drive and reused when you revisit us OR a shot that may have been used in an earlier reel that you want to be shown over again in an update. We simply charge the cost of a 1 TB hard drive, plus 15% for the drive and tax then upload the production files to the drive each time we revisit or revise a sports reel. **We require that we use a new hard drive purchased through us so that we are not responsible for any digital material that might be on the drive when we are given it for uploading. We also require that the drive not be used for any of your personal files while you hold it between updates.** Reformatting of the drive or improper defragging of the drive could cause harm to the existing digital video file structure and permanently destroy the digital files. This hard drive is used in desktops everyday and could be used by your family after the projects are done. The estimated cost is based on retail pricing (5/11) approx. \$80.00 for the drive/shipping/tax/BMG reimbursement.

**Want Brubaker to shoot a particular game in HD?  
Share the cost with other families on your team.**

- \$35.00/hr. (including Portal to Portal Travel)
- Saturday and Sunday Full Day Tournaments Quote upon Request

**\$45.00 Master Fee for Game's DVD.  
ONE Master DVD will be provided to family requesting recording service.**

**\$6.75 per additional DVD copy of each game**

**\$70.00 Non-refundable Reservation Fee per game used against total fees for the day.  
Reservation fee returned if game is called prior to our arrival for inclement weather!**

**\*.51 per mile over 25 mile total travel per game. Mileage fees will not be returned as a result of an inclement weather cancellation - if we are in route to the game.**

**ENTIRE AGREEMENT:** This Agreement contains the entire understanding between Brubaker and the Client. It supersedes all prior and verbal agreements between the parties. The only way to add or change this Agreement is to do so in writing, signed by all the parties. If the parties want to waive any provision in this Agreement, please discuss the concern with Brubaker so that satisfaction can be met. The waiver must be signed by both parties and added as an Addendum to this Agreement.

**RELEASE:** the Client grants, sells and transfers to Brubaker the irrevocable right and permission, throughout the world, in connection with the media shot and production that Brubaker has taken of Client or Client's agents, or in which Client may be included with others, the following:

(a) the right to use and reuse, in any and all manner, said media, in whole or in part, modified or altered, either by themselves or in conjunction with other media, in any medium or form of distribution, including but not limited to print, electronic image, digital image and graphic depictions, and for any purposes whatsoever, including, without limitation, all promotional and advertising uses, and other trade purposes, as well as using Client's name in connection therewith, if Brubaker so desires; and

(b) the right to copyright said media in Brubaker's name or in any other name that it may select. Client waives the right to inspect or approve any use thereof.

(c) Client owned media submitted for Video Tape/DVD transfer may be used by Brubaker in any promotional materials without separate written authorization.

Client hereby forever releases and discharges Brubaker from any and all claims, actions and demands arising out of or in connection with the use of said media or name, including, without limitation, any and all civil or criminal claims or actions including for use of image, invasion of privacy, defamation, slander and libel in exchange for the pricing Brubaker has offered Client. Videotapes or digital files to be transferred during this promotion will NOT be sent to a third party vendor for transfer. The tapes will remain with Brubaker for the entire transfer process. Client further releases and discharges Brubaker from any claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against Brubaker as a result of Brubaker's use of or damage to any media, in any format whatsoever, provided to Brubaker by Client for use under and in connection with this Agreement. This release shall inure to the benefit of the assigns, licensees and legal representatives of Brubaker.

**VENUE:** The parties to this Agreement each agree that the venue for any dispute between the parties arising out of the Terms and Conditions or pertaining to the subject matter hereof may be had in the state courts of the Commonwealth of Pennsylvania sitting in York County, Pennsylvania or District Justice Court in Dillsburg, Pennsylvania.

**COLLECTIONS:** Brubaker is entitled to a 1% per month late fee on any outstanding balance owed to it by Client if the invoice is not paid within 30 days of receipt. If Brubaker has to pursue collection of debts due by Client, Brubaker shall be entitled to all collection costs, filing fees and reasonable attorney fees.

**SEVERABILITY:** In the event any portion of this Agreement is deemed to be invalid, illegal or unenforceable by a court of competent jurisdiction, it shall be modified to make it valid, legal and enforceable. In the event it cannot be so modified, it shall be removed from this Agreement and all other provisions shall remain in full force and effect.

**HEADINGS:** The headings of the sections, paragraphs and subparagraphs hereof are included for convenience of reference only and shall not affect the meaning or construction of this Agreement.

I have read and understand the Terms above and hereby agree to the terms as stated in this Agreement:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Your Name/Client (Sign Above)  
Printed Name:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Brubaker Media Group  
Printed Name:

Please forward an executed copy to Brubaker Media Group in person at the time you drop off videotapes/digital media to Brubaker OR as an email attachment if you shipping media to Brubaker. Upon its receipt Brubaker Media Group will note its acceptance and return a fully executed Agreement to the Client.

E-mail: janice@brubakermediagroup.com OR dale@brubakermediagroup.com  
Phone: 717-889-0099



**The Brubaker Media Group heard the concern about the rising cost of quality video service AND we responded!**

**We make the promise -  
Quality FIRST - - Value ALWAYS**



*Great Service. Great product. In an age where service has gone by the wayside, it is nice to see some companies still go the extra mile to over deliver*  
**Diane P. - Citadel Broadcasting**

**Simply Ask about Price. COMPARE.**

**We Listen.  
We Create ...**



**Our Overhead is Lower.  
Our hourly video production rates match budgets.**

**Brubaker Media Group creates for:**

- **Web Designers** Offering a *fresh* look to the otherwise static appearance of pictures with animation. Bring your site alive with video and build search engine response. See samples at our website [www.brubakermediagroup.com](http://www.brubakermediagroup.com)
- **Company Trainers/Educators:** Training Videos, lecture and presentation recording. Video to enhance Power Point presentations
- **Advertising and PR Agencies:** Web Video, Radio and Television Commercial production. Flat Screen Exhibit Production
- **Real Estate Agents:** Virtual Tours
- **Attorneys** Video Accident Reenactments and Witness Depositions
- **Video producers** seeking audio sweetening, voice-over talent OR free-lance videography and video editing
- **Couples** planning **Wedding Celebrations** or **Anniversary Tributes**
- **Athletes - Recruiting Video Production**
- **School Sport Teams - Game Footage in HD**
- **Clergy:** Worship Aids
- **Funeral Directors:** Tributes
- **Musicians:** Concerts, Performance submissions for continuing education
- **Schools:** Theatre and Talent Show Presentations, Recording Concerts - Managing Licensing and CD Distribution



**[www.brubakermediagroup.com](http://www.brubakermediagroup.com) - 717.889.0099**