



## LIVE WEDDING PAINTING ESTIMATE & CONTRACT

ON THIS DATE (Today): \_\_\_\_\_

BETWEEN (Client): \_\_\_\_\_

& ART BY DIANNE MCALEXANDER (Wedding Painter)

IS THIS IS A GIFT?  YES  NO, IS IT A SURPRIZE?  YES  NO

DATE OF WEDDING AND/OR RECEPTION: \_\_\_\_\_

LOCATION OF WEDDING AND/RECEPTION: \_\_\_\_\_

TIME OF WEDDING \_\_\_\_\_ RECEPTION: \_\_\_\_\_ COCKTAIL HOUR?:  YES  NO

NAME OF BRIDE AND GROOM: \_\_\_\_\_

Address (for shipping): \_\_\_\_\_ Ph: \_\_\_\_\_ eMail: \_\_\_\_\_

WEDDING PLANNER: \_\_\_\_\_ Ph: \_\_\_\_\_ eMail: \_\_\_\_\_

### BASIC PACKAGE / LIVE PAINTING

These are BASIC PACKAGE prices. Please check one of the following canvas sizes below, and one scene from the list that follows.:

- (small) 16" X 20" \$1,200
- (medium) 20" X 24" \$1,375
- (large) 24" X 36" \$1,550
- (other) request size \_\_\_\_\_

### BASIC PACKAGE SCENES:

Please check one of the following:

- The Ceremony** — Please check one of the following:
  - Bride and groom **facing** eachother (as while exchanging vows)
  - Bride and groom **exiting** alter (facing forward).
- First Kiss
- First Dance
- Bride and Groom Portrait** — Painted from photo, staged and taken from desired location, onsite, prior to the ceremony. *This should be coordinated in advance, and included in your timeline.*

### IN-STUDIO PAINTING FROM PHOTOS

**COMMISSION:** Please check one of the following:

- (small) 16" X 20" \$675
- (medium) 20" X 24" \$800
- (large) 24" X 36" \$1,000
- (other) request size \_\_\_\_\_
- Brief description of desired commission:

### LIVE PAINTING - SPECIAL REQUEST:

- Bride & Groom only** (no guest or chairs)
- No detail in faces**  
(slightly more abstract)
- In Memory of someone** (add an 'element' to remember someone)
- Other** (*describe below*)

1. **TRAVEL EXPENSES:** Travel expenses are as follows: Inside 50 miles from Woodstock, GA: No travel expenses. Outside 50 miles from Woodstock, GA: Driving mileage: .50¢ per mile each way. Cost for Airline and Car Rental costs will be determined by destination. Estimate mileage for your wedding: \_\_\_\_\_
2. **LODGING EXPENSES:** Dianne will follow *General Services Administration Guidelines* (<http://www.gsa.gov/portal/content/104877>) for lodging costs. Two or three nights lodging are required when travelling:  
 (1) Night BEFORE the wedding to allow for travel, purchases, preview of venue, and any unforeseen circumstances  
 (2) Night immediately after the wedding & reception, (3) Optional third night so that Dianne can finish the painting locally, if necessary, and deliver it to responsible party before travelling home. This final night's lodging is required for Bride and Groom Portrait painting. Estimate for two nights for your wedding: \_\_\_\_\_
3. **EQUIPMENT.** Easels, lights, (Extension cords are not needed) floor protection, paints, canvasses, brushes, rags, buckets and *all* that pertains to executing a live painting are provided by the Artist. No additional table, chair, or special furniture is required, with the exception of extreme weather. In the event that temperatures are above 90° for outdoor weddings, the venue or wedding party shall provide a canopy, umbrella or shaded area for the artist. In some cases, the artist reserves the right to use a portable umbrella if needed. In the event that temperatures fall below 55° at an outdoor wedding, please provide an outdoor heater. If travel requires flying, additional cost may be included for supplies that need to be purchased locally.
4. **ACCESS.** The Wedding Party is responsible for making sure Dianne has access to the venue for preview, freedom to set up easel(s) in tasteful but in obtrusive locations, access to venue 2 hours ahead of scheduled events for set-up, access to communicate with Event Planners/Wedding Planners, Venue Representatives, Photographers ahead of event. Please note, Dianne will take photos of the couple during the ceremony or reception,, and sometimes additional photos from which to paint
5. **PAYMENT.** Payment is divided into two payments, the deposit which is required to reserve the date, and the final payment is due before or by the wedding date. Payment may be made via Venmo (@Dianne-Hall-4) check, cash or credit card (via Freshbooks accounting).. Wedding Party may want to arrange for the Wedding Planner to take care of delivering a check to Dianne during the reception.
6. **THE PAINTING(S) WILL USUALLY BE COMPLETED** in Dianne's studio within four weeks from the wedding. The wedding party will be responsible for shipping cost, if necessary. Finishing in the studio insures that the final piece will meet the highest expectations for a finished heirloom painting. PLEASE NOTE: If painting in oil, it will still be wet. They can easily lay down in the trunk or back seat of most vehicles. Airline transport presents more of a challenge; arrangements should be made with the Artist ahead of time if the wedding party is flying to the wedding venue. Currently, Dianne paints in acrylic.
7. **DEPOSIT.** A Deposit of 50% of the estimated total cost of the order is used to secure Dianne's services, and to reserve your date.
8. **REFUNDS.** If the Wedding Party cancels Dianne's services before 60 days of the scheduled event, 50% of the deposit will be refunded to the Wedding Party, after 60 days, the Deposit is forfeit. If the Artist cancels for any reason whatsoever, 100% of the deposit shall be refunded to the Wedding Party.
9. **PHOTOGRAPHY AND VIDEO.** The Wedding Party is allowed to photograph or video the Artist and his artwork in any manner during the engagement. Likewise, Dianne and her assistants, when applicable, may photograph any part of the wedding celebration in order to carry out the task of painting the event. In the future, Dianne may also photograph, video, or live broadcast her own painting process for marketing and promotion.
10. **FOOD & AMENITIES.** If the wedding celebration covers a normal period of time (4-6 hours), provision shall be made for Dianne and her assistant's food and drink. (We appreciate to-go boxes when available.) If this is not available, the Artist must be notified in advance.
11. **A FINAL INVOICE** will be sent to the Wedding Party within one week before the date of the event.
12. **COST CALCULATIONS:**  
 Cost of Painting(s) \_\_\_\_\_  
 Estimated travel \_\_\_\_\_  
 Estimated lodging \_\_\_\_\_  
 Estimated shipping \_\_\_\_\_
13. Total cost will be divided into two installments. The first deposit (50% of total cost) has to be paid upon signing the contract in order to reserve the date for the live painting service. The remaining balance can be paid before, or on the day of the wedding.
14. Painting can be picked up at the studio, or free delivery within 50 miles from Woodstock, GA. All other shipping cost will be added to a final invoice.
15. Additional Paintings from photos can be done with a discounted price (30% off list price).  **I am interested**
16. **DRESS CODE FOR THIS WEDDING IS:** *(Please check one.)*  White Tie,  Black Tie,  Suit,  Sport Coat & Tie,  Open Collar,  Snappy Casual,  Golf Shirt Shorts & Sandals,  Garden Party

Client's signature:	
Art by Dianne signature:	
Date:	



NAME: Mr & Mrs. \_\_\_\_\_

Wedding Date \_\_\_\_\_

Venue \_\_\_\_\_

Wedding Planner \_\_\_\_\_

phone # \_\_\_\_\_

## Pre-Wedding Questionnaire & Checklist

**(1) Canvas Size:** Please confirm the canvas size for your live wedding painting. You may upgrade up to 3 days prior to the wedding.

16"x20"     20"x24"     24"x36"     Other \_\_\_\_\_

**(2) Painting Scene:** Please confirm your wedding scene.

Ceremony: *please check one below*  
 Bride/Groom facing eachother     Bride/Groom exiting alter (facing forward)  
 First Dance     First Kiss  
 Other (describe) \_\_\_\_\_

**(3) Arrival Time:** Please confirm the time of your ceremony. \_\_\_\_\_ or the time of the first dance \_\_\_\_\_. I typically paint between 4-6 hours. My arrival time will depend on the painting subject. As a reminder, I rarely complete the painting at the wedding. I complete it in my studio within 3-4 weeks, typically. Times may vary.

**(4) Logistics:** Please provide me with directions of the venue, including parking instructions. A floorplan is always helpful. If the distance from the parking area to the ceremony/reception is of any significant distance, I may require assistance transporting my gear. Please provide a brief description, an attachment or link.

Will the ceremony be:  indoors or  outdoors ? Will the reception be:  indoors or  outdoors ?

**(5) Setup Location:** This is where a floorplan comes in handy. If the ceremony is outdoors, I typically setup behind the last row of chairs, but circumstances may vary. If I am to move from the ceremony to the reception, it's nice to be located where guest can observe the painting process, but also be near an exit so that I can depart with minimal attention. Ideally, I will require a space at the minimum of 6'x6', located in a space where guest can comfortably view the process. Will the setup location be pre-chosen for me?  Yes  No .

**(6) Reaction Photo:** If you would like a reaction photo with the painting, it makes a graceful segway for my departure when the dance floor opens. If you would like this to happen, it's a good idea to mention it to the photographer (and/or the videographer) AND the wedding planner so they can include it in your timeline BEFORE the dance floor opens. Often times, if it isn't planned, it won't happen, and I will exit when the party is dancing. Will the planner and photographer be arranging a reveal photo before I leave?  Yes  No

**(7) Numbers:** Please let me know how many:

\_\_\_\_\_ Bridesmaids    \_\_\_\_\_ Groomsmen    \_\_\_\_\_ Flower Girls    \_\_\_\_\_ Pets

**(8) Dress Code:** Please confirm what your dress code is, and if you have any special request for me. Otherwise, I typically dress closely to what one would expect from a guest. Scenarios , culture and venues are different, so I take these things into consideration for my apparel.

**(9) Colors and special request:** Please provide a few colors from your wedding design theme, and any special request you may have for the painting that we have not discussed.

**(10) Meal:** Since painting live requires 100% intense focus, I often miss a break, and a meal, If your caterer provides a to-go box, or could prepare a plated meal, I can save time by not standing in a line. Please ask the planner or caterer to let me know how to obtain a meal for a quick break. Cake is always a bonus too! I'm kidding about the cake, I usually leave before it's cut , but it's always a special treat if I get a piece!

**(11) Weather:** Will you be providing protection from extreme temperatures,  Yes  No.

If so, please describe: \_\_\_\_\_

This questionnaire serves as a checklist for me, and covers most of the details that help insure a seamless experience. If you would prefer to set up a time to chat, please text or call: 404.502.9275 I'm very excited, and honored, to be painting for you!

*Thank you!*

Please complete and save form 'as 'your name.pdf' and [EMAIL](mailto:artfulsoul.now@gmail.com) to artfulsoul.now@gmail.com