

PROMOTIONAL/TRAINING MATERIALS

(Client is responsible for duplication)

Project Planning Worksheets – CD Production

To be Submitted With **Project Development Contract**

Contact Name _____ Today's Date: _____

Phone _____ Cell: _____ Fax _____

Organization Name: _____

E-mail address _____

Website URL (if any): _____

Consultation Scheduled on? _____ **In Person or By Phone?:** _____

Location: _____

For a phone consultation what's number should we call? _____

Who will attend the meeting (names and titles): _____

We charge \$125 per hour for consultations, and \$95 per hour for project development unless otherwise stated. Discounts are offered to clients under a Coaching Retainer.

Think of us as your company's Video/CD production developer. You supply the raw materials and we assemble them onto products that you can enjoy for years to come. In our Standard Video/CD Production Package we include everything the average individual or small business needs in terms of high quality website sound bites or audio CD's for sale.

This questionnaire is designed to enhance communications with our clients. **Please have these pages printed out and in front of you if you are scheduled for a phone consultation.** After you have filled in the blanks, we ask that you **sign the last page and attach it to your Project Development Contract and mail or fax these documents to us so that we can get started right away.**

CD PRODUCTION ELEMENTS

Intended use of CD? _____

CD Title: _____

Tag Line/Description: _____

Author: _____

VOICE OVER Desired? _____ Client will provide sound bites? _____ Content? _____**MUSIC** to be incorporated? _____ Client will provide sound bites? _____

Stock Music may be found at <http://www.royaltyfreemusic.com/new-age-music.html> or other online resources. We can help you find appropriate music selections, but we would need to bill you for our time at our hourly rate.

PACKAGING: Type of packaging preferred (jewel cases/paper/etc)? _____

(Client should take into consideration cost of duplication.) Slim case? _____ Standard? _____

Photos And Graphics:

- **Clipart** tends to look a bit amateurish on products, so we recommend photos.
- **Photos** you supply either by sending the photos themselves for us to scan and return, or by sending the digitized images on a disc or via email.
- Do you need to schedule a photo shoot? _____
- **Stock photos** may be obtained from www.JupiterImages.com, www.ClipArt.com and other stock photo sites. You write down the photo number and inform us of your choices, and which page each photo goes on. We will purchase the photos, download them and bill you for the cost of the photos. **We can help you select the photos, but we would need to bill you for our time at our hourly rate.**

Custom Graphic Design (billed at our hourly rate):

- **Company Logo** to be incorporated? _____
- **Photo or drawing** to be incorporated? _____
- **Typeface (front)** preference? _____
- Preferred **Colors**? _____
- Other ideas? _____
- Similar products you admire? _____

FRONT COVER:

Client will provide content? _____ Client will provide photo(s)? _____

BACK COVER: For standard jewel cases.

Client will provide content? _____ Client will provide photo(s)? _____

Contact info to be listed? _____ Client will provide content? _____

CD Category? _____ Price? _____

Client will provide SBN Number? _____ Bar Code? _____

Credits to be listed? _____ Client will provide content? _____

Copyright owner and year: _____

Inside label: client will provide content and any photos? _____

NOTE: Our contract includes a statement that you own the copyright to, or have legal written permission from the copyright owner, to use any photos, graphics or music you send us.

COVER CONTENT AND TRACK TITLES: Please send us your **final text**. Time required to make changes to client submitted text will be additional and billed at the hourly rate. Please take into consideration the amount of space on the product for text to be included. Remember, sometimes less is better.

AUDIO RECORDING: Recording engineer charges for setup and breakdown time as well as recording time. Therefore, client should practice their material and really know it well before scheduling a recording session.

RECORDING SESSION Scheduled on? _____

Start Time: _____ **Ending Time:** _____ **Additional time is billed at our hourly rate.**

Location: _____

CD TRACKS

TRACK NO.	TITLES	TIME
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

On behalf of myself, or my organization, I am authorized to approve the above project, and I authorize WMA to use these Project Planning Worksheets as the basis for producing this CD.

Signature _____ Date _____

PLEASE FAX THIS SIGNED DOCUMENT TOGETHER WITH THE PROJECT DEVELOPMENT CONTRACT TO PROJECT MANAGER AT 310-827-1531.

We will contact you within three days to schedule your recording time.