

# PROMOTIONAL/TRAINING MATERIALS

(Client is responsible for duplication)

## Project Planning Worksheets – Video Production

To be Submitted With **Project Development Contract**

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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): \_\_\_\_\_

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**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 production developer. You supply the raw materials and we assemble them onto high quality products that you can enjoy for years to come. In our Standard Video Production Package we include everything the average individual or small business needs for marketing, promotion or training materials.

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.**

## VIDEO PRODUCTION ELEMENTS

(Client provides the various videos, photos and music)

Intended use of video? \_\_\_\_\_

**VIDEO TITLE:** \_\_\_\_\_

Description/Sub-Title: \_\_\_\_\_

\_\_\_\_\_ Approximate Length of Finished Product? \_\_\_\_\_

**VOICE OVER** Desired? \_\_\_\_\_ Client will provide sound bites? \_\_\_\_\_ Content? \_\_\_\_\_

**CONTENT:** For captions and any cover, please send us your **final text**. Time required to make changes to client submitted text will be billed at the hourly rate. Please take into consideration the amount of space on the product for text to be included.

**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.

**PHOTOS** to be incorporated? \_\_\_\_\_ Client will provide photos? \_\_\_\_\_

- **Still 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**? \_\_\_\_\_
- Do you want to include your company logo? \_\_\_\_\_
- **Stock Photos** may be obtained from [www.JupiterImages.com](http://www.JupiterImages.com), [www.ClipArt.com](http://www.ClipArt.com) or 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.

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

Credits to be listed at the end (if any)? \_\_\_\_\_

Contact info to be listed at the end (if any)? \_\_\_\_\_

Copyright owner and year: \_\_\_\_\_

Packaging Required? \_\_\_\_\_ Type of packaging preferred? \_\_\_\_\_

**VIDEOS SUBMITTED:** Videos submitted must be labeled and in preferred order.

- Do you want to schedule a time to sit with the editor and select the desired clips from each video (time is billed at our hourly rate)? \_\_\_\_\_
- Would you like view your videos at your leisure and, using a DVD player time-counter and words or phrases, let the editor know where to start, and where to end your desired segments (this saves the editor time and saves you money)? \_\_\_\_\_

**Please Number Each Video Being Submitted**

Video #	Selection Start Time-Counter	Selection Start Words/Phrase	Selection End Time-Counter	Selection End Words/Phrase	

**COSTS** depends on a number of elements, as well as the number of videos provided to be incorporated. We will try to provide an estimate based on the information provided here, and we will do what we can to work within your budget of \$\_\_\_\_\_ for this project.

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 video.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_