

Project Planning & Information Form

The following information will help us to plan your project. If you think that your usage will be for something particular, that information is needed in the beginning to plan for the right equipment, format, conversions etc. Shooting something standard definition for the web and then later wanting to use it for a new Blu-ray presentation will not yield good results. Likewise, overkill and spending too much money for things not needed isn't necessary either.

Company: _____ Contact: _____

Project Name: _____ Phone: _____ email: _____

Initial Deadline: _____ Initial Budget Range: _____

(Check all below that apply)

Type of production: Video Website Animation Graphics Photography Multimedia

Translations – List Languages _____

Other: _____

Broadcast: Live Event: _____ Webcast TV SAT Truck or Wired Network

Project will be used: DVD Web only (HD) Blu-ray SD only Trade Show Corporate Show
Laptop only Wide Screen Other: _____

Country usage: USA (NTSC) Europe (PAL) Other: (SECAM) _____

Purpose of Project: Marketing Training Human Resources New Product/Service Announcement
Point of Sale Employee Recruitment Industry Report Corporate Image Event

Subject/Industry: Medical Technical Retail Resort/Recreation Service Manufacturing
Legal Homebuilder Educational Construction Sports Military/Gov't
Other: _____

Audio: Narration Voiceover only On-Camera Talent Company spokesman Employees

Music: Style: _____ None Required Original Client Supplied*

Sound EFX: Match Subject Special Requirements _____

Locations: Phoenix area Out of State: _____ Out of Country: _____

Live Events: Indoor Outdoor Large Venue Hotel or Arena Other: _____

Requirements: Staging Lighting Audio Video (recorded) IMAG Presentation Materials

Production Materials: These may be attached to the same email as this submission

Outline Initial Script Corporate Logo Other Graphics Photos Audio

Video Clip URL relevant to project _____

(when submitting graphics or photos, it's helpful if they are renamed to match the subject)



Narrative of project purpose:

Initial project outline (simplified):

Additional notes:

