



Video Production Planner



Please help us get to know your company better and understand the requirements of your video by filling out this form. Remember, successful videos are built on planning, followed by execution. Complete as much information as possible. This will be the basis for creating your video. ALL INFORMATION SUPPLIED IS STRICTLY CONFIDENTIAL. © Copyright Directory One 2012

Video Production Requirements

Directory One has an HD camera and 2 Standard Definition Cameras

What are your filming requirements? _____

Do you need any additional equipment? _____

How long will the video be? _____

Videos typically range from 30-second commercials, 5-7 minute Promotional/Training/How To Videos, 30 minute Training or Event videos. Times may vary per project.

The most popular videos filmed by Directory One include but are not limited to:

- Commercial Videos
- Green Screen Videos
- Training Videos

- Safety Videos
- Preaching Videos
- Event Videos

What will the video be used for?

What is your Call to Action?

Do you have a website? Yes • No •

Do you have any current collateral material? Yes • No •

What kind of a budget do you have? _____

What is the lowest budget you could do? _____

Scripting & Narration

Do you have a script? Yes • No •

Do you need us to write one? Yes • No •

Do you have an idea of what the script would say? Yes • No •

There is a \$300 cost per script written by Directory One

Do you need any actors or voice overs for your video?

Yes • No •

Would you like a professional narrator or someone from your company?

Actors can be contracted from a modeling company, or people from your office

There is a \$100 cost per narrator contracted through Directory One

Location

Do you need to rent a studio?

Yes • No •

Where does the location of the filming take place?

Graphics & Animations

Would you like to include any additional files, such as PowerPoint files?

Yes • No •

Would you like graphics included in your video?

Yes • No •

Would you like us to create the graphics, or will you be providing them?

Please describe in detail:

Would you like animations included in your video?

Yes • No •

Would you like us to create the animations, or will you be providing them?

Please describe in detail:

Post-Production

Hourly limitations for video are a \$125/hr editing rate

Do you have current video you want to include in the clip?

Yes • No •

What format is it in? _____

Would you like DVDs at the end of production?

Quantity: _____

Artwork: _____