



## **Standard Video Projects Workflow**

**Objective:** exchanging important information prior, during and after the shoot (clips, feedbacks, approvals,...) to achieve a fast turn around and manage all expectations throughout the project

### **General Video Production terms & conditions:**

- Dedicated one (1) contact person who will coordinate with the video production team throughout project
- Production team will provide draft video for approval.
- There will be maximum of two (2) revisions per video then the final video will be delivered.
- Extra revision/s beyond the maximum limit will be provided at extra charge.

### **1. Pre-Production Requirements**

- Project Brief?
- Number of hours or days of shoot?
- Locations?
- What video format is required (like Full HD 1080p or Standard HD 720p, etc.)?
- Video production set-up (one or more cameras set-up) ?
- Are there interviews to be conducted? How many in your list and who will do the interviews?
- Any preferred music background? (if u have, kindly provide us with it)
- Video Length? How many videos to be produced? And how long is each one
- Delivery Deadlines? Do you require on-site video edit or do you need the video after the show?

### **Follow-up Production Requirements**

- Approved audio selection
- Shoot list (like Stand names, sponsors, exhibitors, conferences, etc)?
- Graphics - logos, fonts, position, size
- Texts or wordings to be superimposed in the video, position, size
- Names of interviewees
- Deadline/s?

### **2. Post Production (via our Video Content Delivery Platform)**

- Our online application is designed for desktop use and a wide variety of smartphones, tablets
- View and work with it wherever and whenever you like
- Sign in with the given username and password (set your time codes and comments accordingly)
- two (2) weeks will be given to review each draft and each revision to return with your feedback
- Your feedback will be automatically time stamped and marked on the timeline. Participants can respond to comments, start a conversation to clarify further details or requests and practice good decision making

### **3. Timeline**

<b>Time Frame (after Shoot)</b>	<b>Mile Stones</b>	<b>Expectations and Deliverables</b>
0-2 days	Prep	Time codes for interviews and their order of appearance Approved audio selection, graphics and text layovers
3 - 7 days	Draft Video	Organizing, editing raw footage including material that was provided by client
5 - 10 days	1st Revision	General revision to video content, content added, swapping sequences, superimposing of graphics and texts (intro, title, name, logos etc...)
7 - 14 days	2nd Revision	it is expected that the video sequence and over-all storyline has been established and only minor changes will be made, small details of the video content, typographical error & audio volume
10 - 20 days	Final Delivery	Once approved final file will be rendered as high resolution format and delivered as download or disc, USB, hard drive accordingly