



Live Event - Project Planning Worksheet

Please fill in as much as possible and return to Ultimate Visuals

Key Contact:

Name:

Position:

Company Name:

ABN:

Address:

Postcode:

Phone: (W): (H): (M):

Fax: Email:

1. Who will be responsible for final approval of the media product(s)?
Key Contact Other If Other please specify.

Name:

Position:

Phone: (W): (M):

Email:

Concept and Development:

2. Event Description:
3. Location:
4. Date / Time:
5. Approximate Duration:
6. What is the purpose of the video(s)?
7. Will you need a few variations of the video for any reason?



8. Will the filming of this event require additional lighting?
9. Do you have a preference on how many cameras are used? Please specify
10. Who is the target audience for the piece (describe as thoroughly as possible....age, gender, education, etc.)?
11. When do you need the media product(s) completed, what is the deadline?
12. Is a specific event driving your deadline?
13. What is your deadline for a rough cut?
14. What is your budget, be specific?
15. Will you need voice-over work done in the studio for the final edit?
16. Do you have someone in mind to do VO?
17. Will you need any custom audio or licensing for copyright music?
18. Do you have a logo, animation or other existing material that you want to incorporate into your video?

Delivery

19. How would you like to deliver your video?
DVD Blu-Ray CD Television Internet Download Email
Internal Network PowerPoint
20. Where and how will the media product(s) be used? Eg. (with a presenter, during specific events, classroom environment, solo-private use)
21. If you are delivering to DVD, will you need a DVD cover design?
22. How do you plan to package your DVD?
23. Will your DVD require a menu systems, chapters or additional graphics?
24. How many copies of the DVD are initially required?



Anything else we should know?

25. Please provide any other information and details you consider may be helpful.