



## VIDEOTAPING OF LEGAL DEPOSITIONS AND RE-ENACTMENTS

### CHECKLIST

In order to provide you an accurate estimate for your project, we need to know the details of your production that will affect time, manpower, skills and equipment that will be required and whether you have within your organization any materials or talents that can be used in the project.

We have developed a checklist to make this process easier for you. Your answers will enable us to develop a product that is effective, entertaining and within your budget.

- Expected duration of the finished video or multimedia program?
- The quality required for capturing the program - **Standard Definition (4:3)** or **Hi-Definition (16:9)**?
- Is this project for internal usage, for public viewing, or media broadcast on TV or the Internet?
- The estimated number of hours of filming and the number of cameras simultaneously in use?
- The number of locations for filming - indoor and/or outdoor?
- Will **30WEST MEDIA GROUP** be required to film in one location at a time or will there be a requirement for additional camera people to film simultaneously in different locations?
- Will filming occur in Toronto or out-of-town (and if so, where)? If out-of-town, will there be an overnight requirement, necessitating accommodations and meals for the client and **30WEST MEDIA GROUP** staff? If out-of-town, is there a travel component?
- Is filming at a client location, or is there a requirement for a special studio or location rental, and if so, do you wish **30WEST MEDIA GROUP** to secure these?
- Are we filming in a location that could be potentially dangerous to manpower or camera hardware, where additional risk insurance might be required? And if so, will the client or **30WEST MEDIA GROUP** be supplying this?
- In the filming process, is there a requirement for - VHS, or other tape or disc format, and how many copies of each? – time-code (recorded duration) on the VHS copy? – time-of-day recording?
- Any special lighting needs, i.e. natural ambient lighting or incremental video lighting?
- Any special audio or sound requirements, i.e. ambient environmental camera sound, or "wired" for sound? Wired or wireless audio?
- Is there a requirement for makeup or wardrobe/costume professionals or will the client supply their own?
- Are location / room props required to be in the film setting, e.g. chairs, couches, tables, lamps, etc? If so, what is required and will the client or **30WEST MEDIA GROUP** be supplying these?
- Is there a requirement for meals and refreshments for the client and **30WEST MEDIA GROUP** staff? If so, do you wish **30WEST MEDIA GROUP** to arrange for this?
- Is there an editing requirement of the footage that was filmed?
- Are there graphics, text titles, sub-titles, charts, logos, etc., and are they to be static (motionless) or animated?
- Is there an audience of people to be filmed in addition to the main talent? Is the client supplying the audience or does **30WEST MEDIA GROUP** need to recruit one? Does the sound from the audience need to be captured?
- Are we dealing with one language or multi-language (international) versions of the program? Will this impact subsequent script translation, graphics translation and additional voiceover(s) and will the client or **30WEST MEDIA GROUP** supply these?
- Is this program for viewing in North America and/or overseas? If international, then which countries?



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- The final output? - if disc output, then which format e.g. CD or DVD - if for Internet viewing or streaming, then which format e.g. Flash, AVI, WMV, Quicktime, MPEG, etc.
- If CD-ROM or DVD output then does all of the intended audience have the appropriate equipment and software to run the program properly?
- Number of copies required and packaging considerations, i.e. labels, cases, sleeves, etc.?