



30WEST MEDIA GROUP

TRIBUTE & COMMEMORATIVE VIDEOS RETIREMENTS, ANNIVERSARIES, AWARDS, BIRTHDAYS

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 private use, public viewing or media broadcast on TV or the Internet?
- Is there a requirement for additional filming and will the client be doing this or is there need for **30WEST MEDIA GROUP** to do so?
- Are there graphics, text titles, sub-titles, charts, logos, etc., and are they to be static (motionless) or animated?
- Is there a requirement for animated photos, and how many?
- What is the quantity and type of the source materials, e.g. how many photos, how many slides, how much film footage, how much video footage, etc.?
- What kind of music is required and how many pieces? Will the client supply this music or will **30WEST MEDIA GROUP** need to use its own library or source it?
- Is there a requirement for narration/voice over and if so, will the client supply the narrator to record at our studio, or do you require **30WEST MEDIA GROUP** to provide experienced professional(s)?
- Will the client be creating and supplying the script to define how all the images are to be sequenced or is there a requirement for **30WEST MEDIA GROUP** to do so?

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