What kind of production is it (i.e. meeting/event, commercial, program, series)

What is the purpose

Who is the target audience

What are the objectives and what information or impression should they get from the program

Is there a script? Yes ☐ No ☐

Preferred length of production:

Is there a budget to cover narration, staff, overtime, etc.? Yes ☐ No ☐

Do you need to obtain location and talent permissions/clearance? Yes ☐ No ☐

What locations will be used for filming?

1) Date: Place: Time:

2) Date: Place: Time:

3) Date: Place: Time:

Is there any A/V material to add to the program (pictures, video art, etc.)?