

project information form



today's date _____

due date _____

client and project information Please do not leave any items blank, write N/A if not applicable.

organization _____

main contact name _____

address _____

phone # 1 _____ phone# 2 _____ e-mail _____
please check your preferred method of contact

date of shoot _____ location of shoot _____

project title _____

project description _____

delivery format (check all that apply) DVD mobile YouTube other _____

pre-production

goal of video _____

example video(s) that inspire you _____

do you have a story board/script? n/a no* yes (describe) _____

rehearsal dates/times _____ @ _____ @ _____

special equipment needed? _____

* pre-production fees are \$30 per hour if applicable

production Clients must provide documentation that they have permission to shoot at the location, or they must guarantee in writing that they have such permission.

do you have permission to shoot at the location listed above? no (if no, when will you get it?) _____

yes (if yes, attach documentation and describe here) _____

time shoot begins _____ a.m.
_____ p.m. approximate duration _____

transportation to location? _____

If location is outside of New Haven, the client must reimburse for gas mileage or pay for transportation to the location.

organizational point person on location? _____ their cell # _____

due date _____

production continued

craft services people? _____

who else will be on location? *please list the names of anyone we should know by name below*

total # people _____

props/sets

provided by client

provided by baobab studios

wardrobe/make-up _____

additional information _____

post production

Please note that clients will be given three opportunities to make adjustments during the editing process.

If the client will be providing the post-production materials listed below, they must also provide information about the format in which they will be providing it, who they got clearance for using those materials from and the date baobab tree studios will receive those materials.

	<i>provided by baobab studios*</i>	<i>provided by client</i>	<i>format</i>	<i>clearance provided by</i>	<i>date baobab tree studios will receive</i>
photos/graphics	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
audio	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
video	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
text	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
script	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

* If materials are to be provided by baobab tree studios, please provide details about what's needed:

photos/graphics _____
audio _____
video _____
text _____
script _____