

VIDEO PRODUCTION QUESTIONNAIRE

Contact Name

Job Title (if applicable)

Contact Number

Contact Email Address

Company Name (if applicable)

Website address (if applicable)

Section 1: What budget do you have in mind for your video?

As each video production is tailored to your unique needs, we ask for you to provide a price range so we can ascertain the services your budget will cover (such as venues, crew members, specialist equipment etc).

| | <i>tick</i> | <i>Comment (if applicable)</i> |
|----------------------------|--------------------------|--------------------------------|
| Up to £2k | <input type="checkbox"/> | <input type="text"/> |
| Between £2k and £5k | <input type="checkbox"/> | <input type="text"/> |
| Between £5k and £10k | <input type="checkbox"/> | <input type="text"/> |
| Between £10k and £15k | <input type="checkbox"/> | <input type="text"/> |
| Over £15k – please specify | <input type="checkbox"/> | <input type="text"/> |

Section 2: What is the purpose of the video?

It is important we understand the purpose of the video from the outset as this will inform the pre-production process.

| | | | |
|-------------------------------|--------------------------|-------------------------|--------------------------|
| Promotional Video | <input type="checkbox"/> | Infomercial | <input type="checkbox"/> |
| Direct Sales – General Public | <input type="checkbox"/> | Training Video/HR Video | <input type="checkbox"/> |
| Public Information | <input type="checkbox"/> | Live Event | <input type="checkbox"/> |
| Music Video | <input type="checkbox"/> | Business to Business | <input type="checkbox"/> |

Other – please specify

Section 3: Who is the audience for this video?

The viewer is at the forefront of our video productions. We ask this question to identify the overall style, tone, pace and to inform other considerations such as the genre of any music tracks used.

| | <i>tick</i> | <i>Comment (if applicable)</i> |
|--|--------------------------|--------------------------------|
| General Public | <input type="checkbox"/> | |
| Business Professionals | <input type="checkbox"/> | |
| Customers/Consumers | <input type="checkbox"/> | |
| Demographic targeting <i>(e.g. under 16's, women etc)</i> | <input type="checkbox"/> | |
| Internal use (employees) | <input type="checkbox"/> | |
| Other –please specify | <input type="checkbox"/> | |

Section 4: How long would you like the video to be?

This general estimation of the duration of the video will help us ascertain how much footage will need to be shot, how many video editors will be required to complete this project, etc

| | <i>tick</i> | <i>Comment (if applicable)</i> |
|------------------------|--------------------------|--------------------------------|
| 30 seconds to 1 minute | <input type="checkbox"/> | |
| 1 minute to 5 minutes | <input type="checkbox"/> | |
| Up to 15 minutes | <input type="checkbox"/> | |
| Up to 30 minutes | <input type="checkbox"/> | |
| Over 30 minutes | <input type="checkbox"/> | |
| Other –please specify | <input type="checkbox"/> | |

Section 5: Description of video

Please use the box below to provide a brief description of what the video will be about.

Section 6: Additional Information

Please tick any boxes which you feel are applicable to your video. This list is for guidance purposes only and you are not bound by what you tick. We may advise alternatives, additions or deletions. If you are unsure, then leave it blank and we will discuss it with you later.

Pre-Production

| | <i>tick</i> | <i>Comment (if applicable)</i> |
|-----------------------|--------------------------|--------------------------------|
| Scripting | <input type="checkbox"/> | <input type="text"/> |
| Storyboard | <input type="checkbox"/> | <input type="text"/> |
| Research | <input type="checkbox"/> | <input type="text"/> |
| Location Sourcing | <input type="checkbox"/> | <input type="text"/> |
| Other –please specify | <input type="checkbox"/> | <input type="text"/> |

Filming

| | <i>tick</i> | <i>Comment (if applicable)</i> |
|--|--------------------------|--------------------------------|
| GVs <i>(general views – e.g. locations of interest, people at work etc)</i> | <input type="checkbox"/> | <input type="text"/> |
| Interviews | <input type="checkbox"/> | <input type="text"/> |
| Actors | <input type="checkbox"/> | <input type="text"/> |
| Presenters <i>(which may be a professional or your own people)</i> | <input type="checkbox"/> | <input type="text"/> |
| Studio | <input type="checkbox"/> | <input type="text"/> |
| Specialist filming <i>(aerial, underwater, green screen etc)</i> | <input type="checkbox"/> | <input type="text"/> |
| Other –please specify | <input type="checkbox"/> | <input type="text"/> |

Post Production

| | <i>tick</i> | <i>Comment (if applicable)</i> |
|---|--------------------------|--------------------------------|
| Editing | <input type="checkbox"/> | <input type="text"/> |
| Motion Graphics <i>(Other than simple text)</i> | <input type="checkbox"/> | <input type="text"/> |
| Voice Over <i>(which may be a professional or your own people)</i> | <input type="checkbox"/> | <input type="text"/> |
| Music | <input type="checkbox"/> | <input type="text"/> |
| Subtitles | <input type="checkbox"/> | <input type="text"/> |
| Translation | <input type="checkbox"/> | <input type="text"/> |
| Other –please specify | <input type="checkbox"/> | <input type="text"/> |

Delivery

| | <i>tick</i> | <i>Comment (if applicable)</i> |
|---|--------------------------|--------------------------------|
| DVD Master Copy/copies | <input type="checkbox"/> | <input type="text"/> |
| DVD Replication <i>(Please specify quantity)</i> | <input type="checkbox"/> | <input type="text"/> |
| Web Deployment <i>(packaging for your website)</i> | <input type="checkbox"/> | <input type="text"/> |
| Video Share Uploading | <input type="checkbox"/> | <input type="text"/> |
| Transcoding – mpeg,mov,avi etc | <input type="checkbox"/> | <input type="text"/> |

Thank you for taking the time to complete this questionnaire.

Please return using the methods below.

Fax: 0208 531 5010

Email: mail@ossian.tv

Post: Ossian Productions, 134 Winchester Road, Highams Park, London, E4 9JP

We will prepare a quote for you shortly.