

Sequential Process of Production

Determine the following production elements:

1. Target audience: _____
2. Purpose of the production: _____
3. Concept: _____
4. Four key points: _____

5. Finished production length: _____
6. Production use: Broadcast Internet Intranet Other:_____
7. Script: Professional Client-provided (A working script must be approved prior to videotaping)
8. Storyboard: A.C.T. will provide a storyboard prior to videotaping.
9. On camera talent: Professional Client-provided
10. Narration: Professional Client-provided
11. Videotaping is scheduled.
12. Logo: Client will provide camera-ready artwork according to specifications provided.
13. Raw footage is prepared for editing.
14. Post/Editing begins, graphics, images and title pages are created.
15. Editing is completed and a client review is scheduled.
16. Once client approval is received the production is mastered.
17. Production formats: DVD CD Beta SP Blu-Ray Other
18. Duplications or conversions are made.