



Video Requirements Document

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Required Information

Contact Name: _____
Company Name: _____
City: _____
Phone: _____
Cell: _____
Email: _____

Please check all boxes that are applicable. There is an area on the last page of the document for further comments, special instructions or queries. Also, please do not hesitate to call or email for further explanations.

Project Overview

Preferred Start Date: _____
Preferred Delivery Date: _____
Expected length of video [in minutes]: _____
Budget Range: _____

Final Video Format

- VHS / Number of Copies: _____
- HD DVD [MPEG2 DVD] / Number of Copies: _____
 - Standard [4:3 aspect ratio]
 - Wide screen [16:9 aspect ratio]
 - Auto-start: No Menu
 - Main Menu: and number of items: _____
 - Sub Menu: and number of items: _____
- HD Web Interactive:
 - Standard [4:3]
 - Wide screen [16:9]
 - Auto-start: No Menu
 - Main Menu and number of items: _____
 - Sub Menu and number of items: _____
- HD Web Stand-alone Movie [company web sites, blogs, YouTube, etc.]:
 - MOV AVI FLV WMV SWF OTHER _____
- Mobile Phone [3GP]

Footage Required

- Single Timeline/Sequences
- Overlay/Green Screen Footage

Animation Required

- Logo
- Introduction
- Ending
- Other

Files Supplied by Client

- I will supply Footage:
Frames per Second [fps]: _____
Size [ie. 1920x1080p]: _____
- I will supply a High Resolution Logo [for more information, please see inset on right]
 - EPS [Vector]
 - AI [Vector]
 - PDF [Vector]*
 - TIFF
 - JPG
- Power Point Slides
- Audio
- Music
- Voice-over
- Other _____

Logo Resolutions

Best Quality Vector:

A vector file will produce the best resolution.

Best Quality Raster [TIFF or JPEG/JPG]:

For a logo to show full-size in an HD video file, the logo needs to be 1920 pixels in width and/or 1080 pixels in height.

* PDF files will only produce Best Quality images if there is an editable Vector file embedded into it.

Poor Quality:

Low resolution TIFFs or JPEG/JPGs may bitmap if the resolution is too low. See *Best Quality Vector* above.

Talent

- Myself, or I will provide the talent
- I need you to find me talent
- I need to record Voice-overs

Location

- My Company Site
- I need you to provide me with a location
- Estimated number of filming sessions, if more than one
This would be based on the availability of you, your employees, or required talent.

Final Audio/Podcast Only Required

- MP3
- WAV

Graphics Required

- I need you to design a logo for me
- I need you to create other graphics for me: _____

Special Instructions/Questions:

Please Type your special instructions or questions here.