

Video Project Template

Pre-Production:

- Initial Meetings/Phone Calls/Emails/Correspondence
- Budget/Contract signed/approved
- Storyboard and Shot Lists
- Dates Scheduled
- Cast and Crew
- Locations (if applicable)

Production:

- Film day(s)

Post-Production:

- Cuts
- Main Video Piece
- Vignettes
- BTS Video
- Revisions (as needed)

Finalizing and Archiving:

- Deliverables sent to client via webpage/Vimeo based
- BTS Video Release (and Photos if applicable) - send to client and crew as well
- Licensing sent to client (as applicable)
- Share final(s) with cast and crew
- Reshare finals via clients YT page, etc.
- Archive footage, deliverables, project to drives and Vimeo (if not already done)
- Get Reviews from clients/crew (Google or other)
- Delete Frame.io project
- Delete Encoded files from Work Computer

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