



# New Project Worksheet

*Customer:*

*Type of Video:*

*Purpose/Goal/Feeling:*

*Audience:*

*Measurement:*

*Content/Story:*

*Character(s):*

*Delivery Method (Web, Social, etc.):*

*Desired Video Run Time:*

*Project Deadline:*

*Additional Notes:*



# Video Shoot Contact Checklist

- Shoot Location:
- Shoot Location Address:
- Shoot Location Contact Person:
  - Phone Number:
  - Email Address:
- Location contact notified of the shoot date/time.
- Location contact asked to make sure things look nice.
- Talk with on-camera "talent," make sure they're at ease.
- Does anyone else need to be notified about the shoot?

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