**PRODUCTION BRIEF**

|  |  |  |
| --- | --- | --- |
| 1 | Project description (Subject / TVC/ TV / documentary) |  |
| 2 | Product name if TVC |  |
| 3 | Video references to similar videos (style) |  |
| 4 | Buyouts(Where and how video will be distributed) |  |
| 5 | Number of preproduction days Including Location Reece |  |
| 6 | Number of shooting days  |  |
| 7 | Approximate dates of production |  |
| 8 | Post production requirements if needed |  |
| 9 | International crew attending the shoot Crew / Agency / ClientSpecification on transportation and services |  |
| 10 | Local crew to hire |  |
| 11 | Local equipment to rent:* Camera (list)
* Lighting (list)
* Grip (list)
* Sound (list)
* Dolly / Cranes etc.
 |  |
| 12 | Master delivery:* HD on the set
* Downloads (during or after the shoot)
* FedEx, DHL
 |  |
| 13 | Locations list or Location brief Is this indoor or outdoor shoot? |  |
| 14 | Casting / Casting Brief |  |
| 15 | Transportation:* Airport transfers (Yes / No)
* Crew van preferences
* VIP service if any
 |  |
| 16 | Carnet ATA support at Moscow airport |  |
| 17 | Budget limits if any |  |
| 18 | Budget currency (USD / €)PayPal or bank transfer |  |