

TSMSF-Production planning guide: 150908



TechSec Media Ltd (Producers of high quality films and media) would like to introduce **TechSec Media Short Films (TSMSF)** an exciting new film service delivering high quality, cost effective 60-90 second promotional films to a wide audience. The **TSMSF-Team** of experts include former BBC cameraman, film producer / director, 3D animators, technical access experts (High access, Skydivers, Pilots, Cavers, Divers, fast boat coxswains), delivering outstanding value for money film productions services.

TSMSF-7 Phases, 7 production days!			
No	Event	Days	Remarks
1	Establish requirement	0	Phase 1: All you need to do is go online to the Techsec Media website and complete the online TSMSF production planning guide or download the production planning guide PDF document form our website. Fill out the information boxes and send the completed document back to us. This information will then form the basis for the production plan.
2	Requirements meeting	1	Phase 2: The next step is for us to send you a no obligation draft quote and to make arrangements to hold a meeting with you to discuss your requirements in more detail. At the meeting the draft quote will form the basis for the development of a production plan. Once we have fully established your requirements we will send you a formal proposal of work.
3	Production planning	2	Phase 3: As soon the proposal and terms and conditions have been agreed, we need to receive a purchase order so work can begin on the production planning processes ¹ , this includes story boarding, shot list, production administration (the booking of locations, equipment, actors, Health and Safety planning etc...)
4	Filming	1	Phase 4: Filming will take place using the latest HD-Video cameras and production equipment, under the control of an experienced film director and film crew.
5	Post production edit	2	Phase 5: There then follows a two day period of encoding and editing the film. This work can also include 3D animations (your company / product or logo), sound track, graphics and voiceover.
6	Post production snag list edit	.5	Phase 6: The film is then tested internally and by your own test audience. Any changes identified by you are submitted on an action list. We will work through these until project acceptance and sign off by you.
7	Delivery	.5	Phase 7: All that's left to be done is the replication and delivery of the product in the format specified in the production plan.

¹ **Important Task cancellation conditions;** due to time and man power commitments involved during film production and planning, TechSec Media Ltd employ a Commitment Down Payment (CDP) policy on all tasks. CDP = 50% of the total agreed project cost.¹ Quotes are valid for 30 days from the date of the proposal; all prices are ex-VAT



TSMSF-Processes: We deliver the best service possible to our customers, the key component of providing an excellent service is to clearly understand the client’s requirement as early as possible. To help the production process along we compiled a Pre-Production check list for you to work through, the more detail you can provide the better!

TSMSF-Pre production questions	
No	Considerations
1	Who is your target audience?
2	What are your objectives from the promotion film?
3	Do you have a style / theme / story line in mind?
4	Do you require animations? (Product name / company logo, other?)
5	Do you require a voice over? (male, female, language)
6	Is the production filming to take place in a studio or on location?
7	Do you have a location in mind, or do you require us to source a location?
8	Do you require digital photographs?
9	Do you require DVD duplication? (How many?)
10	Have you secured a budget?
11	What is the date for delivery of the finished product?
12	Can you provide props, equipment, and subject mater expertise or do you wish us to source this for you?
13	Do you require actors / role players?

TSMSF-Services: Please contact us to discuss your promotional film requirements

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