

**TechSec Media:** Service Guide  
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**TechSec Media Ltd** (TechSec) is acknowledged for producing high quality films and media from the most demanding of environments. We deliver a range of unique video and photographic services to both industry and Government sectors; our services include:

- Secure media production service
- HD-Video, DVD & web based films
- Scripts, story boards, editing, 3D animations, graphics & voice over's
- Specialist camera systems.
  - Water proof rugged POV man worn & platform mounted.
- Digital photography services
- Video Training for self capture

**The TechSec Team** of experts include former BBC cameraman, film producer, graphics-animators, technical access expertise; including: High access, Skydivers, Pilots, Cavers, Divers, fast boat coxswains and ex UK-servicemen. Together the TechSec Team deliver media solutions for:

- Product promotion & marketing material
- Trials capture / evaluation
- Training films & media feeds for training exercises
- Customer testimonials
- Exhibition & seminar content
- Internal communications
- Press & Public relations material

**TechSec Processes:** We strive to deliver the best service possible to our customers, to do this we need to clearly understand what you want to achieve from your media product, so we can delivery the best and most cost effective service. We have compiled a Pre-Production check list to you help you understand some of the considering associated to a media production:



**Briefing:** Please consider the following:

- What are your objectives
- Who is your target audience?
- Do you have a style / theme in mind?
- Film; do you require variations on the same theme e.g. military, civil order, civilian client versions?
- Film; do you require a single play through HD-Video or a menu based DVD / CDROM?
- What is the film's duration?
- Do you require 3D animations? E.g. animation of the product / company Logo, other?
- Do you require a voice over; Male, female, country, accent type (e.g. American East coast / West Coast)?
- Is the production studio or location based?
- Do you have a location / country in mind, do you require TechSec to source a location / locations
- Do you require digital photographs (e.g. Marketing, trailers, and reference)?
- Do you require DVD / CDROM duplication? If yes how many?
- Have you secured a budget
- What is the time line for delivery (including other key dates)
- What can you provide for the production e.g. props, equipment, subject matter expertise
- Any other points of note relating to your requirement.

**Proposal:** When we have had face to face Mtg's and we clearly understand your requirement, you will be presented with a formal proposal together with a detailed costing, production schedule and our Terms and Conditions

**Scriptwriting:** On receiving official acceptance of the proposal and TechSec Terms and Conditions, we will provide a storyboard to show the product content **Note:** This may include a schematic demonstrating the navigation of the product (training film)

**Production:** TechSec will then start production; either film, photograph, graphics-animation, depending on the requirement

**Authoring:** Post production; all material is encoded, converted to digital format (as required) and the structure and interactivity programmed. Where appropriate, we like to use the same authoring language as used in your existing productions, to help simplify maintenance and updating

**Testing:** By TechSec and with your own test audience

**Replication:** copying, printing and packaging CD or DVD copies

**Important:** Task cancellation conditions; due to time and man power commitments involved during Media projects, TechSec employ a Commitment Down Payment (CDP) on all tasks over £2000.00. CDP = 50% of the total agreed project cost.<sup>1</sup> Quotes are valid for 30 days from the date of the proposal; all prices are ex-VAT

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<sup>1</sup> CDP will be fully refunded on receipt of an official company headed letter (including email) notifying TechSec of termination of the task which must be received no later than 14 days prior to agreed production date. **Note:** Failure to supply written notification will lead to a non-refund of client's 50% CDP deposit. Receipt of the CDP is deemed as confirmation for the task to proceed.



**TechSec services**

Capability	Details
<b>Cameraman:</b> Video (including HD-Video) & digital stills	Land: Platform & high access Maritime: Surface & sub-surface Air: Sky-diver & Rotary
<b>Platforms &amp; equipment</b>	Air frames; fix & rotary Diving support RIB Military / Civil authorities Specification RIB UK and Russian Armored vehicles Weapons, uniform, webbing
<b>Expertise</b>	Pilots; Rotary & Fixed wing RYA coxswains High access Skydivers BPA instructor (DZSO) Effects specialist
<b>Camera hire</b>	Please ask for details
<b>Production +</b>	Military role players <sup>2</sup> Editing & encoding Graphics & animations Photo shop Voice over DVD production

Please contact us to discuss your media requirements at:

**TechSec Media Ltd**  
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Poole, Dorset.  
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<sup>2</sup> UK-Commandos; including Fast craft coxswains, pilots and military free fall team capability