

PRODUCTION PARAMETERS:

This form is designed to assist Philadelphia Film in scoping and quoting pricing for our services. Please take the time to complete this form. For more information please visit our website at www.philadelphiafilm.com.

1. What are the key goals of this purpose of the production? <input type="checkbox"/> Awareness <input type="checkbox"/> Fundraiser <input type="checkbox"/> Corporate Message <input type="checkbox"/> Training <input type="checkbox"/> Other (Describe Below)		
2. For your production, what key messages must your production convey to the view in telling your story? (I.e. Superior Product Quality, Friendly Customer Service Staff, Company President Speaking, etc.)		
3. For your production, what scenes must be included in production? (I.e. Filming of Company President Speech, Shoot of New Facility, etc.)		
4. Please indicate the items you will provide Philadelphia Film to include in your production? <input type="checkbox"/> Existing Video <input type="checkbox"/> Still Video <input type="checkbox"/> Graphics <input type="checkbox"/> Logo <input type="checkbox"/> Forms <input type="checkbox"/> Print Material <input type="checkbox"/> Other (Describe Below)		
5. Please provide specific information about individuals you will include in your production? (If applicable)		
a.	_____	_____
b.	Name (First & Last Name)	Title
c.	Name (First & Last Name)	Title
d.	Name (First & Last Name)	Title
	Name (First & Last Name)	Title
6. Please provide information about specific shoot locations you want to include in your production? (If applicable)		
a.	_____	_____
b.	Building Location Name	Address
c.	Building Location Name	Address
	Building Location Name	Address
7. Do you think our "Participation™" Model is appropriate for your multimedia production? <input type="checkbox"/> Yes <input type="checkbox"/> No		
8. Please include any other comments to assist us with your production		
9. Who will make the final decision about this production? Name: _____ Title: _____		
10. What date must the production be complete?		DATE: _____

Authorized Client Signature

Date

Philadelphia Film Representative

PRODUCTION ELEMNTS:

The document initiates provide the parameters to price your production. Philadelphia Film will produce _____ Multi-Media presentation(s), with a running time of approximately _____ minutes each. Philadelphia film will provide the following checked services to _____.

(Business Name)

Select key services Philadelphia Film will support for your production.			
Phase I: Discovery	Phase II: *Participation™	Phase III: Production	Phase IV: Reproduction & Fulfillment
<input type="checkbox"/> Define the "Production Vision" <input type="checkbox"/> Identify Stakeholders <input type="checkbox"/> Define the goals of production with client <input type="checkbox"/> Develop high level storyboard <input type="checkbox"/> Determine Client Liaison for Production <input type="checkbox"/> Create Production Profile <input type="checkbox"/> Define Number of CD's and Distribution Strategy with client <input type="checkbox"/> Define Production Review Schedule w/ Client <input type="checkbox"/> Obtain client Existing Footage & Material to incorporate <input type="checkbox"/> *Identify Participants. <input type="checkbox"/> *Determine production & project standard for Participant™ (CD Real-estate, Costing, Contract Timelines, etc.) <input type="checkbox"/> Define Project Status Timeline, Review & Approval Cycle for entire production (I.e. Weekly)	<input type="checkbox"/> Obtain Participant™ Info. List from Client <input type="checkbox"/> Create Project & Collateral Marketing for Participants™ <input type="checkbox"/> Schedule meeting with Participant & Client <input type="checkbox"/> Contract Participants™ <input type="checkbox"/> Obtain Participant Existing Graphics, Video, and Print Material <input type="checkbox"/> Schedule Filming of Participants <input type="checkbox"/> Obtain initial Client approval Participant Material & Video <input type="checkbox"/> Obtain final Client approval Participant Material & Video	<input type="checkbox"/> Develop Production Profile <input type="checkbox"/> Design and code menu page <input type="checkbox"/> Write the script & Schedule Filming the production <input type="checkbox"/> Incorporate client catalog <input type="checkbox"/> Incorporate client pictures <input type="checkbox"/> Schedule Travel Logistic and film production <input type="checkbox"/> Develop Transition and Special Effects, Sound tracts, add, graphic or original music. <input type="checkbox"/> Incorporate client forms & existing video in production <input type="checkbox"/> Embed hot-link to Web page <input type="checkbox"/> *Embed Collateral Material, Files, Graphic, and Video from Participants™ <input type="checkbox"/> Edit Materials into production <input type="checkbox"/> Filming needed segments <input type="checkbox"/> Production Final Editing, Compression, and Media Authoring services <input type="checkbox"/> Digitize and Render Incorporate existing client video	<input type="checkbox"/> Labeling of CD's <input type="checkbox"/> Create Production Master and Forward for replication <input type="checkbox"/> Create and Packaging <input type="checkbox"/> Web maintenance/development <input type="checkbox"/> Fulfillment services <input type="checkbox"/> Design e-card label <input type="checkbox"/> Complete IRMA Consent for use of Existing Footage <input type="checkbox"/> Web design Volume production and distribution of CD's/ e-cards <input type="checkbox"/> Obtain final review and sign off of <input type="checkbox"/> Other –

Cost Estimate of Production: _____

Cost Estimate of CD Replication: _____

Payments will be 1/3 at signing of this Agreement _____

The 2nd payment to be made on the first day of filming _____

The final payment of _____ to be made when the completed project is delivered.

Executed this ____ day of _____, 2005

Authorized Client Representatives Signature

Date

Philadelphia Film Representative