

Educational Media Services Video Production Check List

Contact		Email	
Dept/College/Research Unit etc			

1. Working Title _____

2. Type of film
 - Promotional
 - Training
 - Interview
 - Research Overview/Impact
 - Other (please state) _____

3. Who is your target audience _____

4. What are the Key Messages/Themes/Aims of your film?

5. Do you have any specific ideas or requests for Visual Style and Tone of the film (*ie professional, conversational, fun, high action, soft & dreamy. Please supply links to any online films as examples of the sort of film you are looking for*).

6. Key Speaker Names & Affiliations (*eg Prof Jane Smith, Dept of*)

7. Where is the film going to be published (*tick all that apply*)
 - Your own website
 - Podcasts.Ox/iTunesU (Podcast contribution form required: www.ox.ac.uk/itunes_u/contribute)
 - On DVD
 - Other (please state) _____

8. Filming Venue/ Location(s) _____

9. Date of filming (or desired time frame for filming) _____

10. Additional Editing requirements (*Tick all that apply. Please be aware that third party images and music may be subject to copyright and extra charges can apply. All of the following should be supplied in advance of the edit*)
 - Branding/Key logos etc (*please let us know of any branding guidelines in advance*)
 - Titles & Credits (Titles/subtitles of contributors, acknowledgements etc)
 - Image graphics (photos, graphs, powerpoint slides etc)
 - Animation/computer generated sequences for demonstration purposes
 - Music - if so - style preference _____

11. Deadline for delivery _____

12. Key URL for further background information about the project _____