



VIDEO PROJECT PLANNING QUESTIONNAIRE

Contact Name: _____ **Phone:** _____

Organization: _____ **E-mail:** _____

PURPOSE: What is the purpose of the video? _____

OBJECTIVE: What is your overall project goal? _____

DISTRIBUTION: How will the video be used, distributed (GNAT-TV, Your Website, YouTube)? _____

AUDIENCE: Who is your intended audience? _____

DEADLINES: What is your deadline or time line for project completion? _____

LONGEVITY: How long will the program remain "up to date" and usable? _____

PROGRAM DESIGN:

What is the "feel" you would like the video to elicit? _____

How many minutes will the final project be? _____

Do you have script or schedule sequence (shot list)? _____

Do you need assistance writing a script or outline? _____

Do you have text, still photos or graphics that will be integrated into the video? _____

Do you plan to have "voice over" in the video? _____

Do you have copyright free music? _____

Have you obtained talent releases from those appearing in the video? _____

FOOTAGE / FORMATS

Do you have existing video footage? _____ If so, how many minutes is the footage? _____

What format is the footage (how is the footage stored: dvd, hard drive etc.)? _____

How do you need your final project delivered (dvd, digital file for web etc...)? _____

Please return via mail to: GNAT-TV P.O. Box 2168 Manchester Center, VT 05255
Or in person at 6378 Route 7A Sunderland, VT 05255
E-mail to: production@gnat-tv.org