

# VIDEO PRODUCTION PROCESS GUIDE

- Enquiry received by client
- Meeting scheduled with client to discuss job specification
- Job specification completed and emailed to client
- Client reviews job specification alters if necessary and emails back to me
- Appointment booked to shoot video
- Once video shoot is complete I email the client a video production briefing request. This is where the client submits their requests for music to be used in video, size/ratio of video dependent on where they wish to share it and also any branding they wish to have included e.g. logos and text. This brief is completed and emailed back to [contact@daryldidit.co.uk](mailto:contact@daryldidit.co.uk)
- Once I have received the production brief back I will then start the editing process. I always aim to deliver the first cut of the video with a 7 day turn around.
- When the first cut is ready I export the video and send it to my client for review. If my client is happy and they wish for no changes then the video is exported as a final in HD 1080p. Once payment is made, a download link is emailed, ready for the client to access. Once the download link has been sent and received then this completes the job.
- If after cut 1 my client wishes for changes to be made then these must be sent in a detailed bullet point email / text message.
- Once I have received the change requests, these will then be made and the video is then exported and sent back to the client for review, this will be cut 2 of their video.
- If they are happy with cut 2 and wish for no changes then the video is exported as a final cut in HD 1080p. Once payment is made, a download link is emailed, ready for the client to access. Once the download link has been sent and received then this completes the job.
- If after cut 2 my client wishes for changes to be made then these must be sent in a detailed bullet point email / text message. It's vital that the client reviews the video a number of times to ensure they are happy with their change requests as cut 2 is the final chance for changes to be made.
- Once all changes have been from cut 2 the video is then exported and sent back to the client for final review, this will then be the final cut of their video.
- If they are happy with the final cut then once again this is exported in HD 1080p. Once payment is made, a download link is emailed, ready for the client to access. Once the download link has been sent and received then this completes the job.

**Please note, during all phases of the process the clients video will have a small proof logo visible. This logo is removed once the client has reviewed their video and is happy to complete the job. Any further changes after any final cut in any stage of the process may result in additional editing fees.**