

## **SOUND IDEA DIGITAL TERMS & CONDITIONS: VIDEO PRODUCTION**

Certain procedures are followed when producing videos. In the following Sound Idea Digital wishes to make you (the client) aware of the different phases involved in the production process.

Once the client accepts the final quote generated by Sound Idea Digital a 50% deposit of the final amount is to be paid. When the deposit is received the project will commence.

The client will provide a deadline for completion of the video to which Sound Idea Digital will adhere. Please note that time estimates are subject to change in case of delays when input from client is expected.

### **PHASE 1: SCRIPTING**

The client is to brief Sound Idea Digital on the required video.

The brief should include video type, video purpose, video usage, target audience and any other relevant information.

The client is to provide Sound Idea Digital with information in electronic and editable format from which to compile the video script (for example: doc.ex).

Sound Idea Digital will compose a script and send to the client for feedback and approval.

An email record of approval from the client will serve as proof of acceptance of the final script.

### **PHASE 2: SHOT-LIST**

From the approved script Sound Idea Digital will compile a shot-list of possible footage to be used in accordance with the script.

The shot-list will be sent to the client for feedback and approval.

An email record of approval from the client will serve as proof of acceptance of the final shot-list.

### **PHASE 3: FILMING**

The Sound Idea Digital video production crew will travel to the specified location and film according to the approved shot list.

Nine hours is dedicated to the filming of a video – this includes a 30 minute lunch break.

Footage to be shot after the confirmed dates and times will be quoted separately as an overtime fee. This includes re-shooting of scenes and re-recording of voice overs.

Sound Idea Digital provides all equipment necessary to complete the filming process in a professional manner.

It is the client's responsibility to ensure that the required setting and scenarios are appropriately set up to be filmed, before the arrival of the film crew.

#### **PHASE 4: SOUND**

A voice over artist of the client's choosing will be appointed and Sound Idea Digital will record all voice overs.

The client is welcome to be present when voice overs are recorded. If the client is not present the process is left to the discretion of Sound Idea Digital.

Any changes made to the voice overs after recording (due to pronunciation issues etc.) will result in additional fees.

Original sound tracks are also composed by Sound Idea Digital to be included in videos if the client should require it.

#### **PHASE 5: EDITING AND POST PRODUCTION**

Sound Idea Digital will edit the video to combine footage, voice over narration and the sound track.

#### **PHASE 6: CONFIRMATION**

Once the video has been filmed and edited a meeting will be held between Sound Idea Digital and the client.

In this meeting feedback and recommendations from the client will be welcomed.

Final updates and alterations to the video will be confirmed for implementation by Sound Idea Digital.

#### **PHASE 7: DELIVERY & INVOICE**

Please provide contact details of the project manager or main person to be contacted regarding each specific project.

Sound Idea Digital will deliver the complete and final product.

Payment is due on receipt of invoice.

***Please note: Any changes to the script after approval will influence Phases one to four and result in additional charges.***

***Any shoot locations extending the borders of Gauteng province will be quoted accordingly. (For travel and accommodation purposes).***