



What You Can Expect

Planning

The most important aspect of every production is the preparations. To this end we will meet with your planning committee and stay in touch with them throughout the process. It is important to have an ongoing dialog with everyone so there are no surprises. Your input as to what your expectations are for the video content and the message you want it convey is crucial to delivering a quality finished product. We welcome your ideas.

As soon as it is possible, we will visit the site of the event where we can determine power and lighting requirements. At this time we will begin the preliminary blocking of our shooting locations based upon the general layout, location of stages or risers, seating and/or table arrangements plus any special ceremonies, presentations, introductions etc. and their location within the event area.

Where speeches, presentations and or guest introductions are to be made we will solicit the names of everyone involved for titling purposes. A list of organizers, sponsors and volunteers is also a nice touch so that we may give them due credit at the end of the video.

Execution

The day of the event we will be on site at least 2 hours prior to the start, setting up and preparing our equipment to begin recording. As each stage of the event concludes, cameras and lighting will be moved to the next location as required.

We frequently use a small second camera. Even if you have chosen to use just one videographer a second camera may be set up to capture a fixed view of the proceedings. This gives us the option of using another view during the editing process for variety.

Speeches or other presentations will be recorded with a remote microphone to be mixed and synchronized with the video during the editing process. This insures optimum audio clarity. Guest interviews may be conducted upon request.

If the event has live entertainment you wish to have included, we can bring in specialists in live audio recording for this purpose. The final mix will be included in the edited video assuming all content and performance rights releases have been signed.

Editing

All recorded content is reviewed beforehand and a preliminary shot list is selected. As our client, we encourage you to be a part of this process if you can. The selected scenes are assembled into a final video cut. We use proven editing techniques to deliver a clean, professional, finished product.

Since everything is shot in HD, the final copy may be delivered on DVD or Blu-Ray disk. Free copies are available to everyone on the planning committee as well as the directors of your company, club or community organization. All you need to do is let us know how many you will require before the event begins. Additional copies are available on request to sell or distribute to your employees or members.

As an option, a highlight video of the event, suitable for posting on your own web site or uploading to your Facebook or MySpace pages as well as YouTube, can be delivered to you on portable media such as a USB thumb drive.

You may expect delivery of the final product in about 10 business days. Have a look below at the prices and options you have.

Option Prices

One Videographer - On Site **\$500.00/day**

Two Videographers - On Site **\$800.00/day**

- Each videographer is equipped with their own HD video camera.

Editing Time **\$1200.00 to \$2000.00 Typically**

- This is an estimated amount only and varies depending on the extent of the coverage. A firm quote will be given once the requirements have been determined.

Additional Disk Copies **\$30.00/ea**

- The price is the same regardless if it is a DVD or Blu-Ray disk.

Web Highlight Video **\$400.00**

- Delivered on portable media of your choice, yours to keep.

Wireless Microphone Recording \$250.00/day

- **Wireless microphones are typically used when it is necessary to record more than one individual at a time. Each microphone is mixed down to a stereo recording and synchronized with the recorded video in editing.**

Live Entertainment Audio Recording

- **Upon request, we can bring in a professional audio recording team to properly mike the stage and performers where live entertainment is appearing on stage at the event.**
- **The cost of this service will vary depending on many factors including the type and complexity of the performance.**
- **This will have to be quoted independent of the video recording and editing costs once the requirements have been determined.**