

**Television & Media Production Service**

**Production Briefing Form**

It is pertinent to please fill out the following with as much detail as possible.

Note all \* fields are compulsory for booking.

Thank you in advance.

If you have any questions please contact [mediaproductions@auckland.ac.nz](mailto:mediaproductions@auckland.ac.nz)

|  |  |
| --- | --- |
| **\*Name of Project** |  |
| **\*Department** |  |
| **\*Faculty or**  **Service Division** |  |
| **\*Client Point of Contact:** | Contact Name: |
| E-mail Address: |
| Contact Phone Number: |
| **\*Financial Contact:** | Contact Name: |
| E-mail Address: |
| Contact Phone Number: |
| \***Cost Centre/Project Code**  *(must be provided for reporting purposes – even if no charge)* |  |
| **Location**  *(Please include building and room number if applicable or Studio)* |  |
| **\*Budget**  *(if applicable)* |  |
| **\*Service required**  *(video, motion graphics)* |  |
| **\*Date of Filming/Event:** |  |
| **If this is a Livestreaming event please indicate yes or no and if there is a power point presentation. Also for Lecture please indicate whether there will be a Q&A to be included. This will require an additional camera.** |  |
| **\*Number of videos and their duration** |  |
| **\*Intended use for the video**  *(promotional, teaching material)* |  |
| **Intended audience for the video** |  |
| **Potential interviewees and/or presenters** |  |
| **Will there be script or storyboard?** |  |
| **\*Please give a brief description or list the required/type of shots needed of the event being recorded.** | Key Messages: |
| Visual Style: |
| Shots: |
| Branding: |
| If you can supply any supporting documents, materials, etc. |
| **Music required** |  |
| **\*What is the delivery format and required data size**  *(HD file, mp4, DVD, internet streaming)* |  |
| **\*Delivery date for approval process** |  |
| **\*Date on which the finished video will be online** |  |
| **MP OFFICE NOTE:** |  |
| **GEAR to be booked** |  |
| **CREW to be booked** | Crew to be booked: |
| MP Editor: |
| Edit Time: |
| **MP QUOTE:** |  |