



## PRODUCTION FORM

Client:.....

Contact Info:.....

Sales Rep:.....

### Planning

Script Outline

Final Script

Voice Over    yes     no

Graphics:.....    Logo available

Description of graphics  
needed:.....

Music: yes     no

Description:.....

Additional information:

## **Video Production**

Location:.....

Date:..... Time:.....

Talent:.....

Ext:.....

Int:.....

Shot list available

Videographer:.....

Completed date:..... Sign:.....

## **Voice Over Recording**

Talent:.....

Date Recorded:.....

Completed date:.....

**Graphics**

Planned completion date:.....

Graphics by:.....

Completed date:.....

**Editing**

Planned completion date:.....

Completed date:.....

**Approvals:**

TV Camden Approved:.....

Client Approval:.....

Scheduled for air:.....