



CLIENT:
FUNNEL COUNT:
CONTACT:
SHOOT DATE:
LOCATION(S):

Notes for the Videographer | Notes for the Editor | Notes for your Team

You are responsible for coordinating, scheduling, and setting up all people, props, and locations.

Photos & Clips may be sent to [This Dropbox](#) - Please email me when sending anything in so I may save it to your project files! Thank you!

- Please be sure to send your files as an MP4 or MOV file.

Funnel 1:

Video 1: TITLE	Video 2: TITLE	Video 3: TITLE
Shots Required:	Shots Required:	Shots Required:
Video 4: TITLE	Video 5: TITLE	Video 6: TITLE
Shots Required:	Shots Required:	Shots Required:
Video 7: TITLE		
Shots Required:		

Funnel 2:

Video 1: TITLE	Video 2: TITLE	Video 3: TITLE
Shots Required:	Shots Required:	Shots Required:
Video 4: TITLE	Video 5: TITLE	Video 6: TITLE
Shots Required:	Shots Required:	Shots Required:
Video 7: TITLE		
Shots Required:		
<u>Funnel 3:</u>		
Video 1: TITLE	Video 2: TITLE	Video 3: TITLE
Shots Required:	Shots Required:	Shots Required:

Video 4: TITLE	Video 5: TITLE	Video 6: TITLE
Shots Required:	Shots Required:	Shots Required:
Video 7: TITLE		
Shots Required:		
<u>Funnel 4:</u>		
Video 1: TITLE	Video 2: TITLE	Video 3: TITLE
Shots Required:	Shots Required:	Shots Required:
Video 4: TITLE	Video 5: TITLE	Video 6: TITLE
Shots Required:	Shots Required:	Shots Required:

Video 7: TITLE		
Shots Required:		
<u>Funnel 5:</u>		
Video 1: TITLE	Video 2: TITLE	Video 3: TITLE
Shots Required:	Shots Required:	Shots Required:
Video 4: TITLE	Video 5: TITLE	Video 6: TITLE
Shots Required:	Shots Required:	Shots Required:
Video 7: TITLE		
Shots Required:		
<u>Funnel 6:</u>		

Video 1: TITLE	Video 2: TITLE	Video 3: TITLE
Shots Required:	Shots Required:	Shots Required:
Video 4: TITLE	Video 5: TITLE	Video 6: TITLE
Shots Required:	Shots Required:	Shots Required:
Video 7: TITLE		
Shots Required:		
<u>Funnel 7:</u>		
Video 1: TITLE	Video 2: TITLE	Video 3: TITLE
Shots Required:	Shots Required:	Shots Required:

Video 4: TITLE	Video 5: TITLE	Video 6: TITLE
Shots Required:	Shots Required:	Shots Required:
Video 7: TITLE		
Shots Required:		
<u>Funnel 8:</u>		
Video 1: TITLE	Video 2: TITLE	Video 3: TITLE
Shots Required:	Shots Required:	Shots Required:
Video 4: TITLE	Video 5: TITLE	Video 6: TITLE
Shots Required:	Shots Required:	Shots Required:

Video 7: TITLE		
Shots Required:		

LEGEND	
INT: Interior Location EXT: Exterior Location XWS: Extreme Wide WS: Wide Shot WMS: Wide Medium Shot MS: Medium Shot	MCU: Medium Close Up Shot CU: Close Up Shot XCU: Extreme Close Up Shot OTS: Over the Shoulder Shot V/O: Voice-over O/C: On Camera
CLIENT NOTES	VIDEOGRAPHER NOTES
<p>If anything needs to be staged, please have someone available to play the role of each mentioned person. This includes anyone giving a testimonial (if applicable). If any props and/or locations are needed to stage or set the scene, please have that prepared as well. Specific locations are to be chosen at the discretion of the client and videographer and is the responsibility of the client to have planned. CGI is not responsible for setting up people, props, or locations unless specifically noted on your shot list.</p> <p>You may see some highlighted item(s) in yellow. If so, these items are information, photos (large .jpeg or .png format), footage, or logos that need to be sent to us.</p> <p>After reviewing the shot list, please respond to my email with your approval or feedback for revisions. If you would like to discuss the shot list over the phone please call: <u>Producer – NAME : DIRECT LINE</u></p>	<p>After reviewing the shot list, please respond with any questions you may have. If you would like to discuss the shot list over the phone please call: <u>Producer – NAME : DIRECT LINE</u></p> <p>Please bring a wireless mic for any on-camera testimonials or reads. Have each person do their read at least 3 times on camera.</p> <p>Please shoot as much additional b-roll footage as possible within the allotted time. Shoot 2-3 takes of every shot listed above, each a MINIMUM of 6 seconds long.</p> <p>If you need more time during the shoot, contact the producer before proceeding past the scheduled shoot time.</p>
	EDITOR NOTES
	Notes in gray.