[http://elftintranet/app_skins/masterpage/elft_main_2/image/ELFTLogo70.png](http://elftintranet/default.aspx) **Film brief**

|  |  |
| --- | --- |
| **Title of project** |  |
| Please provide a short summary of what you want your film to be |  |
| Style of film (e.g. documentary, show reel, music video, event film – please give any examples to films you like/dislike – to represent the style you seek) |  |
| Length of film (let us know if you would like different length edits) |  |

**Key dates**

|  |  |
| --- | --- |
| Film completion date |  |
| Specific filming dates with location, if applicable |  |
| Specific dates to be acknowledged when planning the production process (e.g. a key stakeholder or contributor with limited availability |  |

**Locations**

|  |  |
| --- | --- |
| Specific locations film, if applicable |  |
| Is permission needed to film at these locations? |  |

**Contact us**

|  |  |
| --- | --- |
| Who is the person that should be contacted regarding the production of your film? (Ideally there will be one main contact.) |  |
| Contact details for all who need to ‘sign off’ the film and its various production processes (e.g. key partners that need to approve the final film or production process) |  |

**Production**

|  |  |
| --- | --- |
| Key people, places, objects that you want within your film |  |
| Key messages, stories and points that you wish to communicate |  |
| How you intend to use your film (promotional, educational, brand awareness etc.) |  |
| Target audience |  |

**Music**

|  |  |
| --- | --- |
| Do you want music in the film? |  |
| What general feel/ambience of music would you like to use? Is there a specific song you want? Is this song copyright cleared? |  |

**Voice over**

|  |  |
| --- | --- |
| Do you want a voice over in the film? |  |
| Do you have any partly requirements? |  |

**Archive**

|  |  |  |
| --- | --- | --- |
| Is there media that is already captured that you would like in the film? Please itemise all media (film footage/jpegs/ animations) that exists that you would like to use, specifying its location | **Film footage** |  |
| **Images** |  |
| **Animation** |  |
| **Other** |  |

**Deliverables**

|  |  |
| --- | --- |
| Title of final film |  |
| If you require deliverables other than an uncompressed QuickTime file, a compressed QuickTime H.264 file and 2 DVD copies please write details |  |
| Contact details of who will receive deliverables |  |
| Can you provide a hard drive to upload the final film files onto? |  |
| Platforms e.g. what platforms do you wish to put the film onto – website, YouTube, press launch, TV? |  |

**Accreditation**

|  |  |
| --- | --- |
| Logos or branding contained to be contained in the film. Please specify where they should be positioned in the film and state where they can be found. |  |
| Credits e.g. special thanks |  |

**Rushes retention**

|  |  |
| --- | --- |
| Will you require a copy of all footage captured at the end of the production? If you only require specific footage please specify here |  |
| Do you wish for footage to be stored after the completion and delivery of the final film? (If not all footage will be deleted once film has been produced.) |  |

**Other notes**

|  |  |
| --- | --- |
| Please write here any other details that should be considered during the production of your film |  |