

CLIENT PROJECT - MEETING QUESTIONNAIRE

Student:

Client:

Project:

BE SURE TO: Introduce yourself, shake hands, make eye contact!

Best contact information for you? (email, number, text...) Best time to meet or talk?

What is your ideal timeline? Deadline date?

What is the purpose of the video? (focus statement)

Who is the main audience?

What is your vision for the video?

Do you know of any work that's similar to what you want?

What is the expected duration of the video? (30 seconds, 1 min...)

What are your wants in terms of audio/voice? (non-verbal with text, voice overs only, interviews...)

Music preference? (style of royalty free music...)

Who will provide the script? (be sure to offer your email/google drive as a way for them to share)

Who will provide still images, graphics, logos, etc. that you want included? (be sure to offer your email/google drive as a way for them to share)

What is the approval process?

How do you want the product delivered to you? (google drive, usb drive, disk, etc...)

Anything else you can think of that we didn't cover?

BE SURE TO: Thank them, shake hands, make eye contact!

NOTE: For-profit companies need to consider a "donation" to the program so we are not gifting public funds. Discuss this with the client, or ask Mr. Hanks to work with client on this aspect.