**PRODUCTION BRIEF**

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| 1 | Project description  (Subject / TVC/ TV / documentary) |  |
| 2 | Product name if TVC |  |
| 3 | Video references to similar videos (style) |  |
| 4 | Buyouts  (Where and how video will be distributed) |  |
| 5 | Number of preproduction days  Including Location Reece |  |
| 6 | Number of shooting days |  |
| 7 | Approximate dates of production |  |
| 8 | Post production requirements if needed |  |
| 9 | International crew attending the shoot  Crew / Agency / Client  Specification on transportation and services |  |
| 10 | Local crew to hire |  |
| 11 | Local equipment to rent:   * Camera (list) * Lighting (list) * Grip (list) * Sound (list) * Dolly / Cranes etc. |  |
| 12 | Master delivery:   * HD on the set * Downloads (during or after the shoot) * FedEx, DHL |  |
| 13 | Locations list or Location brief  Is this indoor or outdoor shoot? |  |
| 14 | Casting / Casting Brief |  |
| 15 | Transportation:   * Airport transfers (Yes / No) * Crew van preferences * VIP service if any |  |
| 16 | Carnet ATA support at Moscow airport |  |
| 17 | Budget limits if any |  |
| 18 | Budget currency (USD / €)  PayPal or bank transfer |  |