



**ESTIMATE PROPOSAL FOR IONA SENIOR SERVICES
50TH ANNIVERSARY VIDEO PRODUCTION**

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OUR PROCESS

Estimates

1. SOW – Define what the estimate includes.
2. Define crew/ lighting/ any special equipment that was budgeted for, locations, talent, etc.

Pre Production

1. Producer reviews the estimate as soon as we're awarded the job
2. Set up a kick-off call:
 - Discuss shoot details
 - Determine if there are any special needs: parking/ security, etc.
 - Discuss final delivery date/ event driven or media driven
 - Determine final shoot days
 - Discuss talent specs
 - Put hold on calendar
 - Schedule scout if needed
 - Get all contact information
 - Open Basecamp and invite key people to collaborate
3. Prepare a work-back schedule – through to post and final delivery
 - Schedule edit on Video production calendar and invite the editor
 - If possible, schedule audio do that as well
4. Assign creative:
 - Script
 - Directors shot list / break down
 - Prop & Wardrobe list
5. Casting:
 - Get casting talent specs and a schedule
 - Post head sheets/ auditions/ or current photos
 - Once talent is selected and approved, get all sizes and contact information
6. Crew Shoot

Shoot

1. Prepare shot list and schedule
2. Prepare shoot book:
 - Contact list
 - Scripts
 - Locations and any scout images
 - Talent and any headshot images
 - Wardrobe spec sheet/ prop list
 - Maps, and or addresses to locations
 - Call sheets
 - Vendors
 - Work-back schedules and edit team
3. Fill out call sheets and distribute to all, including to talent
4. Assign wardrobe and or prop purchase if needed, or producer handles
5. Order food, stock crafts
6. Make sure chairs/ tables, trash bags and other client service items are on truck
7. Charge all batteries (DP)
8. Prep camera (DP)

Post Production

1. Fill-out shoot details and shoot notes for editor
2. Turn over all storyboards, shoot notes
3. Set up call if needed w/ editor and client
4. Insure editor has all assets
5. Schedule VO record and audio post
6. Client sign off on all and picture is locked
7. Finalize project, color grade, audio post and mix, prepare final deliverables
8. Deliver project/ Archive
9. Close out billing

GOLD PRICING PROPOSAL

Scope of Work/Deliverables:

Shoot and Post for:

- 2-Day Shoot in DC
- 1X Video (up to 10 minutes)
- 2X Videos (up to 5 min. each) Cut-downs
- 3X :30 Cut-downs

*****INCLUDES BONUS/FREE :60 BEHIND-THE-SCENES VIDEO*****

Studio Center will Provide:

Production:

- Creative Services
- Director/DP & Producer
- Audio, Grip, Hair & Makeup
- Craft Services
- Media Management/Hard Drives
- 4K Camera Package

Client will Provide:

- Overall Direction
- All On-camera talent
- Access to Location if at talent's home or on-site at Iona
- Crew parking/staging area for gear/lunch if at talent's home or on-site at Iona
- Logos/art in Vector format
- Any available existing B-Roll/Photography

Post Production:

- Video Edit for: 1X 10 Minute Video / 2X 5 Minute Cut-downs / 3X :30 Cut-downs
- 2d Graphics for titles, and end card
- Stock Footage / Photography Pkg if needed
- Audio Mix & Stock Music/SFX Pkg
- Usage Non-broadcast including web buyout
- Footage Archival
- Link to downloadable deliverables in 1080p
- Captions

Production Cost = \$ 35,527

SILVER PRICING PROPOSAL

Scope of Work/Deliverables:

Shoot and Post for:

- 2-Day Shoot in DC
- 1X Video (up to 10 minutes)
- 1X Video (up to 5 min.) Cut-down
- 2X :30 Cut-downs

*****INCLUDES BONUS/FREE :30 BEHIND-THE-SCENES VIDEO*****

Studio Center will Provide:

Production:

- Creative Services
- Director/DP & Producer
- Audio, Grip, Hair & Makeup
- Craft Services
- Media Management/Hard Drives
- 4K Camera Package

Client will Provide:

- Overall Direction
- All On-camera talent
- Access to Location if at talent's home or on-site at Iona
- Crew parking/staging area for gear/lunch if at talent's home or on-site at Iona
- Logos/art in Vector format
- Any available existing B-Roll/Photography

Post Production:

- Video Edit for: 1X 10 Minute Video / 1X 5 Minute Cut-down / 2X :30 Cut-downs
- 2d Graphics for titles, and end card
- Stock Footage / Photography Pkg if needed
- Audio Mix & Stock Music/SFX Pkg
- Usage Non-broadcast including web buyout
- Footage Archival
- Link to downloadable deliverables in 1080p
- Captions

Production Cost = \$ 30,000

BRONZE PRICING PROPOSAL

Scope of Work/Deliverables:

Shoot and Post for:

- 2-Day Shoot in DC
- 1X Video (up to 10 minutes)
- 1X Video (up to 5 min.) Cut-down
- 1X :30 Cut-down

*****INCLUDES BONUS/FREE :15 BEHIND-THE-SCENES VIDEO*****

Studio Center will Provide:

Production:

- Creative Services
- Director/DP & Producer
- Audio, Grip, Hair & Makeup
- Craft Services
- Media Management/Hard Drives
- 4K Camera Package

Client will Provide:

- Overall Direction
- All On-camera talent
- Access to Location if at talent's home or on-site at Iona
- Crew parking/staging area for gear/lunch if at talent's home or on-site at Iona
- Logos/art in Vector format
- Any available existing B-Roll/Photography

Post Production:

- Video Edit for: 1X 10 Minute Video / 1X 5 Minute Cut-down / 1X :30 Cut-down
- 2d Graphics for titles, and end card
- Stock Footage / Photography Pkg if needed
- Audio Mix & Stock Music/SFX Pkg
- Usage Non-broadcast including web buyout
- Footage Archival
- Link to downloadable deliverables in 1080p
- Captions

Production Cost = \$ 25,000

PRICING SUMMARY

GOLD OPTION: \$ 35,527
SILVER OPTION: \$ 30,000
BRONZE OPTION: \$ 25,000

*****INCLUDES CLIENT DISCOUNT*****

Thank you for the opportunity to submit a proposal. We look forward to working with you!

Package Chosen: _____

Accepted by:

Client

Date

Studio Center

Date

50% deposit is due at the time of kick-off and balance upon completion.
Estimate valid for 10 days from 12/5/24.

THANK YOU!

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