

<INSERT YOUR COMPANY HEADER HERE>

<TITLE OF YOUR ANIMATED PRODUCTION> PRODUCTION SCHEDULE

Vendor - Video Production Company; Client - Company that the video is being made for; X - Complete

Item	Parties Involved	Proposed Start Date	Proposed Completion Date	X
PRE-PRODUCTION (~ 4-6 WEEKS)				
Kick-off/Concepting Meeting	Vendor Client			
General Pre-production Meeting	Vendor			
Production Schedule	Vendor			
Domain Research	Vendor Client			
Script	Vendor			
Script Pitch	Vendor Client			
Script Revisions	Vendor Client			
Storyboards	Vendor			
Storyboards Pitch	Vendor Client			
Storyboard Revisions	Vendor Client			
Voice-over Talent Selection	Vendor Client			
PRODUCTION (~ 4-6 WEEKS)				
Design and Animation With Reviews	Vendor Client			
Voice-over Recording	Vendor			
Music Selection	Vendor Client			
First Cut Review	Vendor Client			

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Revisions	Vendor			
Second Cut Review	Vendor Client			
Revisions	Vendor			
Music Licensing	Vendor			
Final Delivery	Vendor Client			