

<INSERT YOUR COMPANY HEADER HERE>

## <TITLE OF YOUR EVENT COVERAGE 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
<b>PRE-PRODUCTION (~ 1-2 DAYS)</b>				
Kick-off/Concepting Meeting	Vendor Client			
General Pre-production Meeting	Vendor			
Production Schedule	Vendor			
Location Scout	Vendor Client			
<b>PRODUCTION (~ 1 DAY)</b>				
Shoot Day 1	Vendor Client			
<b>POST-PRODUCTION (~ 1-2 WEEKS)</b>				
Edit, Sound Mix, Color, Motion, Graphics	Vendor			
First Cut Review	Vendor Client			
Revisions	Vendor			
Second Cut Review	Vendor Client			
Revisions	Vendor			
Color, Sound Mix	Vendor			
Color Review	Vendor Client			
Color Revisions	Vendor			
Music Licensing	Vendor			
Final Delivery	Vendor Client			