

<INSERT YOUR COMPANY HEADER HERE>

## <TITLE OF YOUR LIVE-ACTION UNSCRIPTED PRODUCTION> PRODUCTION SCHEDULE

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

Item	Parties Involved	Proposed Start Date	Proposed Completion Date	X
<b>PRE-PRODUCTION (~ 2 WEEKS)</b>				
Kick-off/Concepting Meeting	Vendor Client			
General Pre-production Meeting	Vendor			
Production Schedule	Vendor			
Question and Ideal Answer Writing	Vendor Client			
Location Scout	Vendor Client			
Pre-Interviews	Vendor Client Interviewees			
Schedule Shoot	Vendor Client Interviewees			
<b>PRODUCTION (~ 1 WEEK)</b>				
Shoot Day 1	Vendor Client Interviewees			
Shoot Day 2	Vendor Client Interviewees			
<b>POST-PRODUCTION (~ 2-3 WEEKS)</b>				
Edit, Sound Mix, Color, Motion, Graphics	Vendor			
First Cut Review	Vendor Client			
Revisions	Vendor			

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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			