

# Video Production Template

Updated 7-6-18

Item	Per Day/Hour	Hours	Total	OMM	Actual Hours	Actual Total
<b>PRE-PRODUCTION</b>						
Creative Director/creative development						
Producer						
Writer						
Story Boards						
<b>PRODUCTION</b>						
Creative Director						
Producer/Director						
Production Assistant						
Stock Footage fees						
Cinematographer						
Camera Gear: camera, Gimble, tripod,						
Memory and digital storage (SSD, laptop, flash memory)						
Audio Engineer						
Audio Gear						
Music auditioning and selection						
Music License or Composer						
Lighting Technician/Gaff						
Lighting Gear						
Translator						
Transcription						
Grip						
Crafts (meals for the crew, per day)						
<b>TRAVEL</b>						
Airfare for Producer						
Airfare for Cinematographer						
Airfare for Translation/Interpreter or Production Assistant						
Vehicle and Driver						
Country Visa for Producer/Director						
Country Visa for Cinematographer						
Immunization						
Hotel/accomodations						
Per Diem for Producer						
Per Diem for Cinematographer						
Per Diem for Interpreter or Production Assistant						
Extra baggage fees per airport including tips and dolly						
<b>POST PRODUCTION</b>						
Creative Director						
Producer						
Editor & Gear, Motion Graphics on still images						
Voice Talent						
Audio Sweetening/Audio Technician						
Composer for sound bed						
Encoding and digital archive						
Meals for editing						
Archival						
General and Administrative						
<b>SUB-TOTAL</b>						
15% Contingency						
<b>GRAND TOTAL</b>						