



# Post-Production

A STEP-BY-STEP GUIDE

## CONTACT

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## Bringing your film to life

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The post production process is where the video really comes to life. There are many different elements to this stage including voice-over, music, editing style and grading that really gives the project energy.

Here is a step by step guide taking you through what is involved in the Post Production stage.

- Once the first filming day is complete we will start to put together a first draft edit. If there are other filming days scheduled this will help us make sure we know what else needs to be captured.
- Music can play a key role in communicating your message therefore we will always make sure the appropriate style and tone of music is used for your video. We often use music tracks from royalty-free music track websites and, if desired, can provide various suggestions of tracks.
- The Post Production quote we gave you at the beginning of the project allows for two rounds of amendments. This enables you to feedback any amendments you think are necessary at two points throughout the post production process.
- Once we have completed the first draft of the edit, we will provide you with a link to view it. At this point you can leave your first round of amendments. If multiple videos are being made we will send the first draft of one of the videos.
- All drafts will be sent via email with a private link to our Vimeo account.
- To leave feedback on the Vimeo video you need to pause the video at the point you wish to leave feedback then click anywhere on the screen. A text box will pop up where you can write any amendments needed. Click 'Add' and it will leave your comments on the right handside. Continue by clicking play and repeating the process if necessary.
- We strongly advise and ask that all feedback is channelled through one point of contact to ensure no contradicting amendments are suggested.

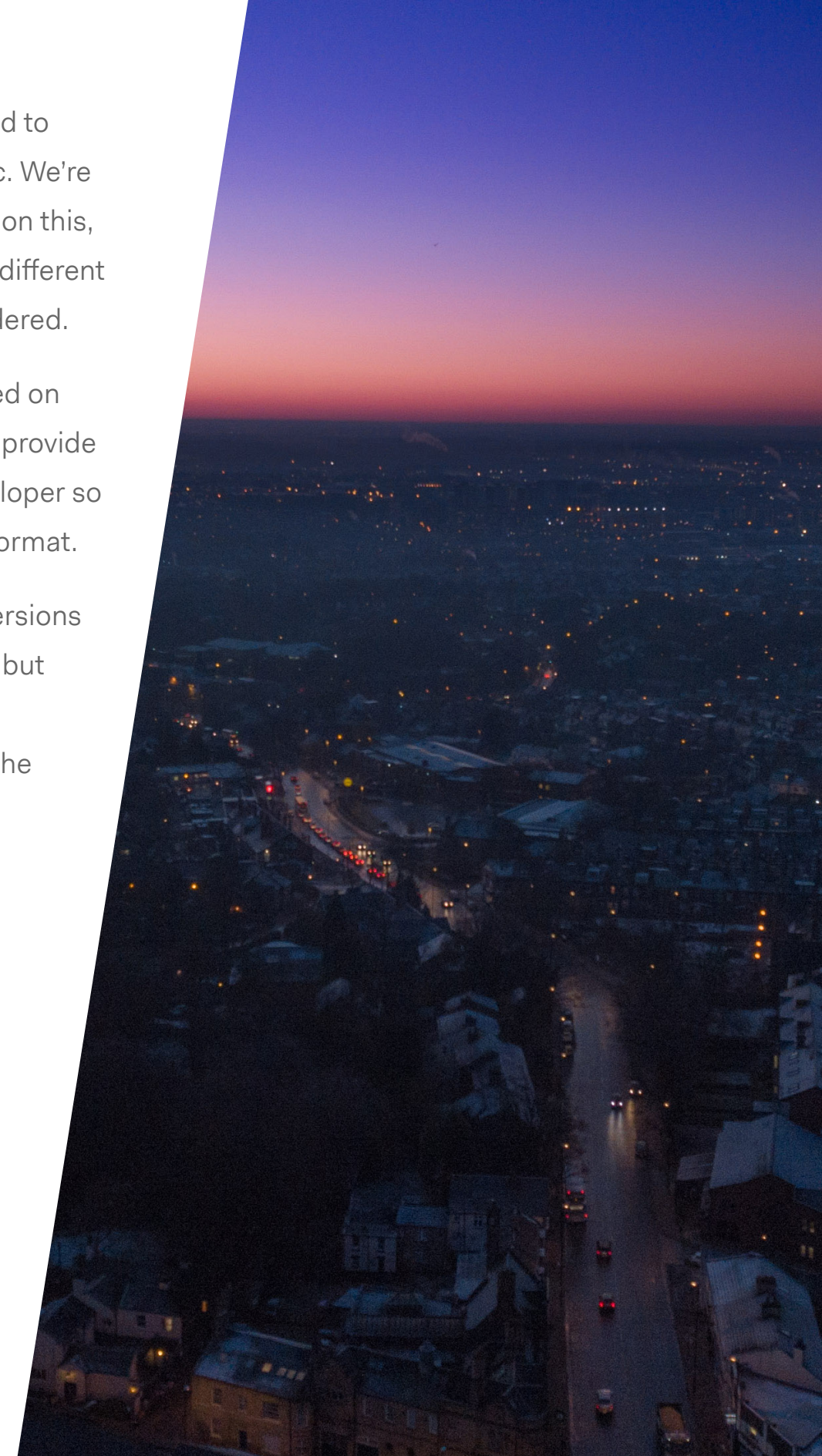


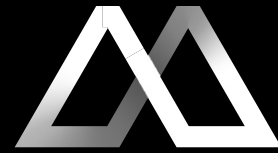


# Bringing your film to life

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- When we have received feedback on the first draft of the edit we will then produce a second draft and ask for your second round of amendments. If we have any questions about your amendments at any stage, we will raise these with you before we produce the next draft.
- If multiple videos are being made, we will work from the template of the first video to produce initial drafts of all of the remaining videos.
- When all feedback is collated we will then produce second drafts of each video and provide them to you for review.
- From your collated feedback we will then produce final versions for you to sign off.
- Once you are happy with the project, we'll email you a download link via WeTransfer.
- The technical specifications will be as follows:
  - Resolution: 1920 x 1080 Full HD
  - File Type: Mp4, h264 codec
- We can provide alternatives if requested.
- This file can then be used to upload to YouTube, Facebook, Instagram etc. We're more than happy to work with you on this, and guide you through it to all the different platforms with accessibility considered.
- If you require the video to be hosted on your website then you will need to provide specifications from your web developer so we can provide the correct video format.
- The completion date of the final versions will vary depending on the project but generally we will have them done between 7-12 working days after the shoot date. We will always confirm with you what that the turnaround will be and if you have a specific deadline, we will try our best to help achieve this.





Thank you!

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