

Ohio Department of Rehabilitation and Correction

Multimedia Client Agreement

All internal and external multimedia production, whether print or video, must receive prior approval from the DRC Bureau of Communications.

Timeline for proposed video projects/productions and Multimedia and Client Agreement.

This form must be filled out by the person or persons assigned to the project as Producer.

The Producer is usually the person(s) who initiates the project.

Pre-Production Script Development

Project Number: (Assigned by Multimedia)

Script development must originate with the Producer(s) of the project. If necessary and/or requested by the Producer(s), Multimedia personnel will assist in the development and completion of the project script.

Project Name:

Format: Data DVD Print Other: Estimated Number of Final Copies:

Intended Audience/Distribution: ODRC Staff General Public Viewing Online Streaming Video Other (Explain)

Project Manager/Producer:

Detailed Project Description:

For Video Production Only

Script Description: (Brief description of story line. Who will be filmed, where, when, special needs, music, graphics, archive footage)

Draft attached Yes No

Script development will be performed by:

Table with 4 columns: Name, Work Location, Phone #, and a numbered list (1, 2, 3).

Script will be completed and approved by:

1.

Estimated Date of Completion: Approved by (Project Supervisor):

We will NOT move to production until script is completed.

Production for Filming Project

The assigned producer(s) will schedule location, time, and people involved with project filming.

Production will begin on: Production will be completed on:

Production Schedule (Dates):

Music Provided: Graphics Completed: Other Materials Provided:

We will NOT move to post-production/editing until all raw materials are provided.

Post-Production

The assigned producer(s) and when necessary, Multimedia personnel, will be directly involved with post-production.

Post-Production will begin on: _____	Post-Production will be completed on: _____
Post-Production Schedule (Dates): Graphics Completed: _____	Final Acceptance: _____

Duplication and Distribution of Finished Production

- * *Multimedia will create duplications of the original project on DVD.*
- * *Duplications of the finished project will be handed off to the Producer(s).*
- * *Distribution of these duplications will be the responsibility of the Producer(s).*
- * *The Edit Master will remain in possession of ODRC Multimedia.*
- * *Producers are responsible for ensuring participants complete DRC-1754 (Media Release)*

If you agree to this timeline please sign below:

Producer(s) Signature(s):

Signature of Producer:	Date:
Signature of Producer:	Date:
Signature of Producer:	Date:
Signature of Multimedia Personnel:	Date: