

Video Project Tracking Form

VIDEO #: _____

1. Date filmed: _____ / _____ / _____

2. Video Series & Name
_____ & _____

3. Contact _____

4. Email _____

5. Website _____

6. Phone _____

7. Address _____

8. Part(s) _____ of _____

9. Description:

10. Tags: _____

11. Duration ____:_____

12. Capture: C: / D:
m2t #'s: _____

13. Rendering:
_____ DVD
_____ Avi
_____ wmv
_____ Mov

[attach business card here]

14. Permission
Required? Y / N Received
signature: _____

15. Approval
Requested? Y / N Received / Denied

16. Upload to: youtube/_____
 other: _____

17. File Location: _____

18. Episode # _____

19. Station identification:
filmed compiled

20. Back up D: E: F: G: H:

21. Notify: email / phone

22. Quote: \$ _____

23. Billed date: _____

24. Paid date: _____
cash / check # _____ / cc

25. Receipt sent

26. Burn: DVD avi mpg

27. Delivery: DVD avi mpg

Other titling: _____

Special Instructions / Production Notes:

