

Video Project Service Agreement

TO: *Client name*
FROM: Ag Communication
RE: *Project name*
DATE:

PROJECT

Goal (details of project goals) Produce, shoot and edit 1 to 5 educational videos designed for the Web, related to food safety.

Script (A script/outline will be completed before recording.) The script will be a collaborative effort between the Great Plains Institute of Food Safety and Ag Communication. **Script Deadline:** 7/11/11

Other Deadlines (interview set-up, location, graphics, credits) Interviews set-up by 7/15/10 and graphics/credits made available by 7/25/11

Project Completion Date 8/15/11

PRODUCTION INCLUDES

Production Planning hours: 6

On-location Recording hours: 16

Video Editing hours: 46 to 53

Encoding hours: 2

DVD Authoring hours: 3

DVD Duplication copies:

Total hours: 73 to 80

COST OF PRODUCTION

Estimated cost of production is \$3650 and will be no more than \$4000. This estimate is based on anticipated hours from the information provided above. Changes to the project that involve additional video production hours will require further funding approval. Estimates are based on a \$50 per hour rate.

Accepted by: _____
Client Signature Date

Prepared by: _____
Date

Funding Approval: _____
(If necessary) Date