

TONGAL

Sample Production Book Outline

1. Cover Page
 - a. Production Title
 - b. Director / Production Company + Basic Contact Info
 - c. Name of Client and/or Agency
 - d. Shoot Dates
 - e. Shoot Location (city)
 - f. Logos (optional) – Agency / Client / Production Company, if applicable
2. Table of Contents
3. Production Calendar - *Broad overview of the entire pre-production, production and post-production delivery schedule*
4. Shooting Schedule - *Day-by-day itinerary of shoot days*
5. Script (narrative videos) or Story Overview (docu-style videos)
6. Video Deliverables – *For projects requiring multiple video deliverables, this section details each deliverable including the shots you'll capture and a beat-by-beat flow for each video, if applicable*
7. Sample Interview Questions (docu-style videos)
8. Locations - *Photos and addresses/contact info*
9. Shot List or Storyboard
10. Key Contacts List
 - a. Client Contacts (Names, Positions, Phone Numbers, Emails)
 - b. Agency Contacts (Names, Positions, Addresses, Phone Numbers, Emails)
 - c. Director / Production Company Contacts (Names, Roles, Addresses, Phone Numbers, Emails)

Book Production Notes

Annelies Wilder-Smith



Book Production Notes:

Decoding **Book Production Notes**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Book Production Notes**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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