



## ***“Customized Training Video”***

***Your Investment to produce a 5-minute customized training video for your business includes:***

### **1. Establishing a Goal.**

- A. To provide state of art training to the employees of your company.
- B. To produce your video in an informative and interesting manner.
- C. To make every employee more safe and reduce the chance of accidents. .
- D. To produce a tool that will assist human resources in the orientation of new employees as well as with outside contractors who come on your premises.
- E. To produce a written test that directly ties to your training video which will provide documentation that the employee understood and retained the information in the video.

### **2. Suggested Content.**

- A. Training for your salespeople.
- B. Training for customer service people.
- C. Training of the operation of equipment.
- D. Training of various company procedures such as emergency and safety procedures.
- E. Any other information that management feels important.
- F. Disclaimer at the beginning of the video as well as in writing to protect the client.

### **3. Production Process.**

- A. Planning meeting to establish content of your video.
- B. Writing of your script (provided within one week of meeting).
- C. Establishing a list of visuals.
- D. Eight hours of shooting on location with a three chip digital broadcast camera and light kit. (Additional hours are billed at \$75.00 per hour)
- F. Hand held or wireless lapel microphones if needed.
- G. Professional voice talent cuts audio and mixes in music.
- H. Editing video to audio and producing a time coded copy for client approval.
- I. A second two hour shoot if needed.
- J. Mastering and duplicating 25 DVD copies.

**Total Investment:  
\$1,950.00**

**Completion time will be 60 days from contract date.**