

VIDEO EDIT REVIEW PROCESS GUIDE

OVERVIEW

To ensure we deliver your vision effectively and on schedule, we follow a structured review and revision process. This workflow is built around timestamped feedback and clear, consolidated communication. **If multiple stakeholders will be involved in providing input, please loop them in early in the process to avoid delays or conflicting direction.**

BEST PRACTICES FOR EFFICIENT COLLABORATION

- Watch the video at least twice before submitting feedback.
- Be clear, concise, and consistent in your notes.
- Assign one primary point of contact to avoid conflicting input.
- Communicate any branding guidelines or graphic preferences early.

EDIT REVIEW WORKFLOW

Here's how we navigate the editing phase together:

1. You will receive a private link via Vimeo
2. Review the video and compile your feedback in one document /email. Note, no edit requests via text or phone will be accepted. **Be sure to include other members of your team early in the edit process.**
3. Use timestamps to pinpoint specific changes (e.g., 'remove 00:45 – 1:04').
4. Once the edit requests have been received, I'll review and implement your requested changes for the next round of edit review.

REVISIONS & SCOPE

- All feedback for each round must be consolidated into a single document.
- Your contract includes a set number of revision rounds. Additional edits beyond what's included may incur additional fees as outlined in your Production Agreement.
- To minimize costs and turnaround time, please ensure feedback is clear, complete, and aligned across your team.