

VIDEO CONTENT PRODUCTION

Form ID: VCP-2024
PROJECT NAME
PRODUCTION DATE
LEAD PRODUCER

PHASE	CHECKLIST ITEMS	ASSIGNED	STATUS
Pre-Production	<ul style="list-style-type: none">• Script Finalization• Storyboard Approval• Talent/Location Scouting• Equipment Prep		
Production	<ul style="list-style-type: none">• Lighting & Audio Setup• Principal Photography• B-Roll Capture• Asset Management (DIT)		
Post-Production	<ul style="list-style-type: none">• Rough Cut Edit• Sound Mixing / Foley• Color Grading• Export & Formatting		

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