EUROPEAN PRODUCERS ASSOCIATION

PRODUCTION SERVICE BRIEF

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GENERAL INFORMATION

Date:	
Advertiser & Brand:	
Film(s) - length(s) & title (s):	
Production House:	
Producer:	
Director:	
DOP:	
Agency pax attending:	
Client pax attending:	
Number of Shooting Days:	
Rehearsal Days:	
Prelight:	
Shooting Hours per Day:	
Proposed Shoot Date:	

Service Offer Deadline:

Date of Job Award:

Targeted Production Service Budget (excl. VAT):

EQUIPMENT

Camera Package / Sets:

Special Lenses:

Grips:

Lights:

Special Gear:

Data Upload to FTP:

Other Requirements:

CASTING

Local Casting:* YES NO

Casting type: STUDIO SELF TAPES

Callback: YES NO

Casting for OCP – Main x :

Casting for OCP – Secondary x:

Featured Extras x:

Featured Extras: CASTING PHOTO SELECTION

*** If local casting for roles with licenses is required, please refer to Talent Brief for more details.**

CAST

Arriving OCP – Main x (*Number*):

Arriving OCP – Secondary x (*Number*):

Featured Extras x (*Number*):

Extras total for all shooting days x (*Number*):

Extras ethnicities:

Stuntmen x days:

Stand ins x days:

Body doubles x days:

Animals:
(Kind x number of days)

Other:
(Like: choreographers, precision drivers, language coaches, consultants)

STUDIO REQUIREMENTS

Studio Requirements:

LOCATIONS

Locations List (with brief description if needed):

ART DEPARTMENT

Is Product Provided by Client?:

Set Build or Location Dressing Description:

Special Props:

Special Costumes:

Include Mock-up Manufacturing: YES NO

Include Food Styling: YES NO

Other Requirements:

PHOTO SHOOT

Number of Photos:

Photo Usage Media:

Photo Usage Territories:

Photo Usage Duration:

Special Props for Photo Shoot:

Photo Shoot Required: YES NO

Include Photographer: YES NO

Include Photo Equipment: YES NO

Include Photo Lights: YES NO

Include Photo Assistants: YES NO

DIGITAL

Additional Digital Materials Required:

Special Requests for Digital Material:

Include Videographer for Additional Materials:

MISCELLANOUS

Include BTS Photographer / Videographer: YES NO

Other Requirements: