VIDEOGRAPHER / 01

DEFINE THE VIDEO PROJECT

Give every videographer the same creative and practical starting point.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Project type, purpose, intended audience, and viewing context

Date, time windows, locations, access contacts, and schedule anchors

People, activities, interviews, details, and must-capture moments

Overall style, tone, pacing, references, and brand considerations to discuss

Finished video goals, destinations, and success priorities

My three priorities for the first production conversation

Preparation only. Not copyright, privacy, release, licensing, music-clearance, or legal advice.

VIDEOGRAPHER / 02

MAP COVERAGE AND AUDIO

Separate the production day from editing and delivery.

Schedule segments, locations, transitions, setup windows, and coverage priorities

Speakers, interviews, vows, presentations, performances, ambient sound, or other audio needs

Crew, camera, lighting, support, access, travel, and contingency questions

Supplied footage, photos, logos, scripts, graphics, music requests, and brand materials

People or areas with permission, privacy, venue, or recording questions for qualified review

Optional coverage, exclusions, backup needs, future versions, and open production questions

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VIDEOGRAPHER / 03

DEFINE EDITS AND DELIVERY

Tick only what is decided or ready to discuss.

- [ ] Purpose, audience, and viewing context are written down
- [ ] Dates, locations, access contacts, and schedule anchors are listed
- [ ] Priority people, moments, interviews, and audio are identified
- [ ] Each requested finished video is described separately
- [ ] Supplied assets and responsibility questions are listed
- [ ] Review, revision, approval, and delivery needs are ready to discuss
- [ ] Ownership and permission questions are reserved for written professional guidance
- [ ] Every videographer will receive the same requested production scope

Requested finished videos, approximate length ranges, orientations, formats, and destinations

Selection process, draft reviews, revision rounds, approvals, captions, graphics, and audio questions

Delivery timing, transfer method, storage period, source or project file questions, and future access

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VIDEOGRAPHER / 04

QUESTIONS FOR THE VIDEOGRAPHER

Record how this provider would plan, capture, edit, and deliver the project.

Coverage: how are the schedule, locations, priorities, crew, setup, travel, and contingencies documented?

Audio and production: how are speakers, ambient sound, lighting, backups, and access handled?

Deliverables: which edits, versions, lengths, orientations, captions, graphics, and files are included?

Review: how are selections, drafts, revisions, approvals, timing, storage, and future changes handled?

Permissions: how does the agreement address supplied assets, music, releases, venue limits, and intended uses?

Changes and fees: how are the full fee structure, optional work, overtime questions, and scope changes documented?

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VIDEOGRAPHER / 05

COMPARE THE SAME VIDEO SCOPE

Use A and B in every box. Clarify differences before choosing.

Videographer A / Videographer B / consultation and proposal dates

Schedule, locations, coverage, people, audio, crew, equipment, and contingencies - A / B

Edits, versions, review rounds, approvals, delivery, storage, and file access - A / B

Permissions questions, fee structure, assumptions, exclusions, written terms, and open items - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai and start a videography request. Share the project purpose, schedule, locations, coverage priorities, audio needs, requested edits, delivery formats, and timing so participating pros can compete for your business with proposals. Compare production scope, deliverables, revisions, permissions questions, fee structure, written terms, and fit.

One request. Every pro's best offer.

Start a request

Participation varies. A production planning conversation may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/videographer

U.S. Copyright Office: Motion Pictures (official reference)

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