



CSPS Video Proposal Template

Requester/Team:		Date Needed:	
Proposed Title			
Primary Audience		Secondary Audience	
Potential Audience Reach			
Estimated Budget (video team to supply):			
Describe your project What is the video about?			
Objectives What do you want this video to achieve?			
Describe concept / treatment What is the vision of the video (see Annex A)?			
Proposed Length :		Number of Segments	
<input type="checkbox"/> Under 1 min		<input type="checkbox"/> Only 1	
<input type="checkbox"/> 1-3 min		<input type="checkbox"/> 2 to 3	
<input type="checkbox"/> 3-5 min		<input type="checkbox"/> 3 to 4	
<input type="checkbox"/> _____		<input type="checkbox"/> 5 to 10	
Key Messages Please provide 2 to 3 short key message bullets			
		Outputs:	
		<input type="checkbox"/> eSchool gallery	
		<input type="checkbox"/> Website	
		<input type="checkbox"/> Classroom	
		<input type="checkbox"/> Online class	
		other:	
Priority and why		Priority Type (video team)	



Requester/Team:		Date Needed:	
Comments:			
For completion by Video Review Team			
Approvals Check off approval levels that will be required	<input type="checkbox"/> Client <input type="checkbox"/> Director <input type="checkbox"/> Senior Director <input type="checkbox"/> Director General	<input type="checkbox"/> ADM <input type="checkbox"/> DM	
Editorial Review Date:		Signature:	
Start Date		Completion Date	
Comments:			
For completion after project is completed			
Production approach This section to be completed by Video review team once project is complete. Check all that apply	<input type="checkbox"/> Single video camera <input type="checkbox"/> DSLR Camera <input type="checkbox"/> Full lighting <input type="checkbox"/> Talking Head <input type="checkbox"/> Separate language versions <input type="checkbox"/> Closed captioning <input type="checkbox"/> Scripted documentary <input type="checkbox"/> Part of a series	<input type="checkbox"/> Multiple video camera setup <input type="checkbox"/> Mobile Device <input type="checkbox"/> Natural lighting <input type="checkbox"/> B-Roll <input type="checkbox"/> Bilingual video <input type="checkbox"/> Sub-titled <input type="checkbox"/> Record of event <input type="checkbox"/> Promotional video	
Planning		Script	
Director		Coordination	
Camera		Lighting	
Editing		Music/Sound	