

MEDIA PRODUCTION TIMELINE

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01. Brainstorm

Think about all the elements you might want in your produced video, such as ASL interpretation, English interpretation (from ASL), captions, voiceover, graphics, or any additional features.

Collect all necessary assets, including images, logos, videos, scripts, documents, forms, QR codes, and audio files (e.g., music or voice recordings).

02. Gather Assets



Complete a request form (one form per video) detailing the specifics of your project, including the desired video elements, delivery format, such as an MP4 video, MP3 audio file, or .srt file for captions, and any additional instructions or preferences.



03. Fill Out a Request

We offer an optional consultation to discuss your needs in detail and provide rough draft mockups at no charge. This helps us better align with your vision before starting production.

04. Consultation (optional)



Upon receiving a request, we will provide a detailed quote outlining each line item, including costs for services such as ASL or English interpretation, video editing, voiceover, captioning, and optional enhancements (motion graphics, on-screen text, etc.).



05. Quote Provided

After the quote is approved, we'll provide an estimated delivery date as production begins. Delivery times vary based on the video's length and complexity, with a minimum production time of 7-10 business days.

06. Production Begins



Once production is complete, we will provide you with a tentative final product for review. This allows you and your team to assess the video and ensure it meets your expectations.



07. Client Review

You can either approve the final product or request adjustments. If adjustments are needed, we will make revisions to ensure the video aligns with your vision.

08. Approval



09. Invoicing

Once the video is approved, we will send you an invoice for the services provided.

After receiving the invoice, you can process the payment through the provided payment options.

10. Payment



Accessibility Elevated