

## Photos By Passy – Video Project Checklist

Photos By Passy offers a variety of Video Packages to help bands market themselves and establish their online video presence.

We aim to create the best coverage possible for the band and venue. This includes adding additional camera operators and detailed post processing to make sure your live performance looks its best.

Communication and artistic vision is often a tough path to navigate, so making sure everyone is on the same page at the start of a Video Project is vitally important.

*Making a Production Video is far more complicated and time consuming than taking some still photos of a show, or holding up an iphone and pressing record. The purpose of this "Check List" is to make sure "everyone starts on the same page" and the project runs smoothly to a happy completion.*

### PRICING

Every job is different, and the price basically comes down to the number of hours of labour needed to produce a product that satisfies your needs.

On our website ([http://photosbypassy.com/?page\\_id=834](http://photosbypassy.com/?page_id=834)) we offer three packages: Silver, Gold, and Platinum, and specify the estimated hours for each one.

Contact us for an Accurate Quote - Rough ball park figures to go by are as follows:

**Silver Package:** Basic One camera shoot of 1 to 3 song Highlights: 9 hours Labour - \$360

Example Video: Fudge Band - <https://vimeo.com/photosbypassy/review/146574281/68f96478d1>

**Gold Package:** Two Camera Shoot of 3 to 6 songs Highlights: 24 hours Labour - \$960

Example Video: GNRoses Band - <https://vimeo.com/photosbypassy/review/135721049/809d362883>

**Platinum Package:** Three Camera Shoot of 6 to 8 songs Highlights: 32 hours labour - \$1280

*Promo Video and Full length songs can be added to this package at additional cost.*

*Incorporation of Go Pro footage from two stage mounted cameras can be included in this package at additional cost.*

Example Video: U2 Show - <https://vimeo.com/139536159>

The packages listed above are suggested configurations based on standard options. Naturally we will adjust to create the best coverage required for the band and venue, including adding additional cameras, and detailed post processing to make your live performance look its very best.

We expect a fair payment for our services.

*A Plumber gets \$90 an hour to turn up and do work, and a kid at McDonalds gets \$10 an hour.*

*Our rate is negotiable but we will not work for a ridiculously low hourly rate.*

Please refer to our PDF if you need more details about our full approach to Video Production:

PDF Link: <http://photosbypassy.com/pbpPDFs/PBPVideoProductionApproachV6PDF.pdf>

## **PRODUCT LIMITATIONS**

### PL1 - Audio Quality Limitations

**PBP captures real live recorded sound, and we do not do desk feeds or multi-track audio mixing.**

This means that there will be some audience sound of people talking and even at times yelling out in the final video product. This is usually more noticeable in small venues which only have medium size PA systems.

An issue we have sometimes encountered with Video Productions is that some bands are quite shocked when they see and hear what they actually look and sound like from an audience point of view. This is understandable, as on stage a musician might only hear their own instrument, their voice through the fold back, and a bit of the rest of the band in the background. This is very different to what comes out of the Front of House speakers to the audience. Be prepared for this.

*You really need to check our Portfolio videos to be aware of the sound quality that we produce. Also consider that most people are going to be looking at the video, rather than intently listening to the audio like a musician would.*

Portfolio Videos Link: <https://vimeo.com/channels/photosbypassylivemusic>

### PL2 - Audio Limitations - Desk Feeds

*If a band really insists on having desk feeds then we can run with this. However the band must organise all of the desk feed sound recording and post audio production, and supply PBP with a finished stereo track with sparkle and reverb and sufficient bass and drums, to put into the video within a reasonable time frame, say 1-2 weeks. PBP could then retrofit this audio into the Production. We would still then need to probably bleed in a small amount of the PBP live sound onto the band delivered desk feed to make it seem "real". There is an additional cost for incorporating this audio into the project as it increases our work time.*

### PL3 - Video Limitations - Differences Between Camera Shots

There will always be variation in colour and clarity between wide angle shots, mounted cam shots, and front of stage band member close ups. This is a technical limitation of the cameras we use caused by exceptional and varying lighting conditions. Up front where the light is better, the camera footage is brighter and more sharply focussed. The wide angle camera has to internally process dark people in the crowd against the super bright flashing lights of the stage, and so its images are not as clear or sharp. Go Pro type mounted cameras on the stage give a different picture quality and appearance again. This is basically because all Cameras are designed to work best in bright daylight. (Highly Specialised Video Cameras which do work well in dark low light cost tens of thousands of dollars and are not part of our current equipment).

*In small venues with basic red blue green lighting it is unlikely that the video image quality will be very good. The band needs to bring extra lighting so that there is enough light for the cameras.*

Sometimes our camera people might appear in a wide angle or side view shot, but we do our best to minimise this.

*You really need to check our Portfolio videos to be aware of the image and sound quality that we are able to produce. We are not a Film Making Studio, or an Advertising Agency, and so the quality will never be as good as a concert you watch at home on a blue ray DVD. It should however be quite reasonable for 1080p HD viewing on YouTube.*

## Video Project Checklist

Portfolio Videos Link: <https://vimeo.com/channels/photosbypassylivemusic>

Please be aware that at a large “show venue” like a major suburban “beer barn” or a major city venue with 300 or more people in attendance, a full manually controlled lighting rig, a huge Concert PA, an elevated stage, and so on, the video product will always be far superior to that made in a small local venue. Eg. You are very unlikely to get anything as good as the U2 or Guns and Roses Videos in our Portfolio unless you are performing at one of these large show venues. You need to be fully aware of this limitation up front at the start of the project.

### PL4- Song Lengths in Final Product Limitations

Our approach is not to produce full songs. Instead we take 1 to 2 minute segments of songs, and put them into a continuous smooth flowing sequence in post processing. This results in a “Highlights” video production of 5 to 15 minutes in total duration. We do not produce full feature-length videos of entire sets or shows. Our videos contain a "best of" montage of clips, which reflect what it was like to be at the event.

## **YOUR NEEDS**

**We need to be clear on what you need out of the Video Product(s).**

### YN1 – Your Three “Must Have” Songs

What are your 3 most desired “must” have Songs?

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### YN2 – Your Marketing Image and Artistic Direction

Is there a specific artistic direction, marketing direction or image you want the video to portray? Eg. Pub Rock Band, Wedding and Functions Band, Corporate Events Band, etc

### YN3 – Your Desired Video Content

What type of content do you want in the Video Product:

For each of the items below please supply a 0 to 5 Rating - 5 means Definitely Yes and 0 means No.

- Lots of Audience involvement shots showcasing a Rocking Show
- Showcasing of the skill and musical ability of the band
- Is it all about the Show, or all about the Band ?
- Showcasing good time crowd party rock and roll
- Showcasing yourselves as a band playing the songs really well
- Showcasing a really crowded venue that is going to be profitable for the venue owner
  
- “We Sing..... You Sing” interactions filmed.

Watch the 8:15 to 8:47 section of the video at the link below to see what we mean.

Some bands do not like this type of footage, and so we need to know your opinion (good or bad?)

## Video Project Checklist

Video Link: <https://vimeo.com/photosbypassy/review/135721049/809d362883>

- Any other things you see as needed in the Video Product? (List Them)

### YN4 - Sample YouTube Videos You Like

Do you have some videos you have found on YouTube which are similar to what they would like the video product to be like? - Please list and supply URLs.

### YN5 – PBP Portfolio Videos You Like

Is one of our Portfolio videos very much the same as what you want as an end product?

Portfolio Videos Link: <https://vimeo.com/channels/photosbypassylivemusic>

- Please tell us which one(s)

### YN6 – Viewing of Sample Photos By Passy Portfolio Videos

*You really need to check our Portfolio videos to be aware of the image and sound quality that we are able to produce. We are not a Film Making Studio, or an Advertising Agency, and so the quality will never be as good as a concert you watch at home on a blue ray DVD. It should however be quite reasonable for 1080p HD viewing on YouTube.*

Portfolio Videos Link: <https://vimeo.com/channels/photosbypassylivemusic>

### YN7 – Familiarity with “PBP Tips for Performers” who are going to be in the Video

You need every band member to have read through our Tips for Performers document:

Link: [http://photosbypassy.com/?page\\_id=993](http://photosbypassy.com/?page_id=993)

### YN8 - Familiarity with “PBP Production Approach” Document

Although this “Check List” document provides virtually all the information you need to consider, there is also another document you need to read through at the following link:

Link: <http://photosbypassy.com/pbpPDFs/PBPVideoProductionApproachV6PDF.pdf>

### YN9 – Select a Single Contact Person for the Production

One person from the band (or the band manager) needs to be the central point of contact with Photos By Passy. (See our needs below for more details about what this person will need to do)

### YN10 – Adequate Lighting for Video Filming and a Backdrop

In small venues with basic red blue green lighting it is unlikely that the resulting video image quality will be adequate. You need to bring along and set up extra lighting so that there is enough light for the cameras. If the lights are on a high flashing rate this will not work well for video. Slow flash rates, use uplights, and even smoke machines resulting in fairly constant bright light which will work best.

A black material backdrop works great for bands in smaller venues, along with a banner with the band’s name and logo behind the drummer. You need to bring these along and set them up.

## Video Project Checklist

### YN11- Your Other Requirements

For example, if you are determined to have desk feed audio that you are going to fully organise, you need to let us know about this right at the start of the project. You also need to let us know of any other special needs, such as perhaps a recorded Video Interview with the band, inclusion of back stage behind the scenes casual footage, and so on. You need to tell us all about this right at the very start of the project.

### **OUR NEEDS**

*Making a Production Video is far more complicated and time consuming than taking still photos of a show, or holding up an iPhone and pressing record. Therefore our needs are many.*

#### OUR NEEDS BEFORE THE SHOW - "ONBTS"

##### ONBTS1- Notifying the Venue and Receiving an "Okay to Video" from them

We need to notify the venue in advance that we will be taking video image captures of the event, and make sure that they do not have any objections or restrictions relating to us doing this, and it is all acceptable within their media policy if they have one.

##### ONBTS2- Assessment and Understanding of Your Needs

We need the band to have completed YN1 through YN11 above and supplied info via email to us.

PBP Email address is: [photosbypassy@hotmail.com](mailto:photosbypassy@hotmail.com)

From this we should be able to understand what the Products are that we need to make.

We need the band to have fully read through this "Check List" document.

From this you should be able to fully understand and accommodate Photos by Passy's needs, and the processing steps that the Production will follow.

##### ONBTS3 – One Central Point of Contact

One central point of contact with the band (preferred communication is via email)

PBP Email address is: [photosbypassy@hotmail.com](mailto:photosbypassy@hotmail.com)

This person will need between 1 and 3 weeks of time to devote to the project after the show.

This contact person needs to have a computer (or portable hard drive) with around 20 to 50GB of free disc space and a reasonable internet connection and plan to be able to download video footage for review that we will post to our Dropbox Account and share with them.

##### ONBTS4 – Door List, Set Lists and Targeted Songs

Our names on the door list so that we get hassle free entry

A full set list emailed to us (3 to 5 days before the show)

PBP Email address is: [photosbypassy@hotmail.com](mailto:photosbypassy@hotmail.com)

Approximate times for each of the sets (eg. Set 1 = 9:30pm to 10:15pm etc)

A list of which songs are to be filmed "Targeted Songs List" (maximum of 10 songs for Gold and Platinum Packages, maximum of 5 songs for the Silver Package)

*Note that if you target a quiet ballad or slow song, there could be a lot more audience noise recorded than for a loud upbeat song where people are dancing rather than chatting.*

## Video Project Checklist

**A one song break is need in between each of the “Targetted” songs to be filmed (to allow Camera SD card writing)**

### ONBTS5 – Lighting and On Stage Access

Lighting – cameras need light! If the venue has ordinary lighting then bring along extra lights, smoke machines, whatever you have that can brighten up the stage.

We need room on the stage for us to set up two Go Pro type cameras on stands on the stage. Access to the stage between sets to change the batteries in these cameras.

We need Stage access for one of our camera people to stand side stage at various times during the show and film the band + audience.

### ONBTS6 – Agreed Deliverables List

A List of What End Product Deliverables you require ?

Our Usual Deliverables for Gold and Platinum Packages are:

- 1) Very soon after the event (1 to 3 days) a “Teaser” video section of the best song of the night.
- 2) Some video capture stills from the show that can be posted as photos (subject to quality)
- 3) A 10 to 15 minutes Highlights Show Reel of segments from 5 to 8 songs. (7 to 21 days after)
- 4) A 2 to 3 minute Promo Video (at extra cost if this is required) (7 to 21 days after)
- 5) All of the raw video footage and audio files for the project (at extra cost if this is required)

### ONBTS7 – Agreed Project End Date

An agreed cut off date for the completion of the end product.

We will suggest a date and then negotiate with you from there.

### ONBTS8 – Agreed Job Price

An agreed Payment Price for the finished Video Product(s)

Payment is by instalments, and we offer a Satisfaction Guarantee, where you do not pay the full price unless you are fully happy with the final product.

*(See the “Our Needs Relating to Payment” section later in this Check List document for details).*

### ONBTS9 – Completion of Band Pre-Reading Tasks

We need every band member to have read through our Tips for Performers document:

Link: [http://photosbypassy.com/?page\\_id=993](http://photosbypassy.com/?page_id=993)

As well as reading our “PBP Production Approach” document:

Link: <http://photosbypassy.com/pbpPDFs/PBPVideoProductionApproachV6PDF.pdf>

As well as this “Check List” document.

*It is a lot of “homework reading” to go through, but we have found that bands who have read through all of these documents as well as looking at our Videos Portfolio have the best understanding of what we can produce for them, how we produce it, and what to expect.*

## Video Project Checklist

### ONBTS10 – Front Row Friends and Fans of the Band

We need you to organise friends and fans to come along to the show and fill the front row positions and be prepared to interact when the cameras are on them.

This is so that big overweight drunk people do not end up there spoiling the footage, as usually seems to happen. Or there is that one huge seven foot tall drunk guy with a shining bald head standing in the very middle at front of stage blocking out everything like a solar eclipse. (Don't laugh it has happened on more than one occasion and ruined some great footage!)

### ONBTS11 – PBP needs to brief their own Camera People before the Show

Sometimes our camera people might appear in a wide angle or side view shot, but we do our best to minimise this. The camera people need to be reminded before the show about doing their best to avoid filming each other in the footage they capture. They also need to be briefed in relation to what the band's footage requirements are for the show, especially in relation to whether they are filming audience involvement, and to what extent this is required. All Camera Crew need to be given set lists with highlighted targeted songs on lanyards so they know what songs are to be filmed.

## OUR NEEDS DURING THE SHOW - ONDTS

### ONDTS1 – Your Friends and Fans Front and Centre at the Show

Assuming that one of your needs is to show Audience Engagement and Interaction, then we need you to stack the front row of the gig with friends and fans, so that drunk punters do not end up there spoiling the video footage, as often can happen.

### ONDTS2 – Performers Exhibiting Professional Stage Craft

Band members pay attention and act upon what is covered in our Tips for Performers document.

Link: [http://photosbypassy.com/?page\\_id=993](http://photosbypassy.com/?page_id=993)

Basically we need the band to follow these Summary Guidelines:

Audience Connection by the Band – no backs turned, no chatting, no looking side stage, no drinking from cans on amps, no bad language, look at a camera now and then, move around with energy, SMILE and be seen having a good time.

Be Visible in the Light – Stand in the light, feel it on your face, do not go offstage into the crowd unless there is light on you.

Use Acoustic Drum Kits and Clean Guitars and Cymbals

Radiate Energy, Enjoy Yourself, and Engage the Audience !

## Video Project Checklist

### ONDT3 – PBP Personnel Need Stage Access

Stage access for one of our camera people to stand side stage and film the band + audience.

Access to the stage between sets to change the batteries in the Go Pro cameras.

### OUR NEEDS RELATING TO THE SELECTION OF VIDEO CONTENT FOR INCLUSION

Our usual approach is not to produce full songs. Instead we take 1 to 2 minute segments of songs, (verses and choruses) and put them into a continuous smooth flowing sequence in post processing. This results in a "Highlights Video" production of 5 to 15 minutes in total duration depending on the package (Silver, Gold, or Platinum).

We do not produce full feature length videos of entire sets or shows. (Technically impossible for us due to the Multiple Gigabyte size of video files).

Our videos contain a "best of" montage of clips, which reflect what it was like to be at the event.

*If this is not the type of Product you need, then make sure PBP is told this via email.*

PBP Email address is: [photosbypassy@hotmail.com](mailto:photosbypassy@hotmail.com)

### ONSVC1 – PBP Selecting the Best Recorded Songs by Criteria Rating Them

The next day after the show PBP downloads all of the clips for the Target Songs, and rates out of 10 each song using the following Criteria:

- 1) The Quality of the Footage that we have, are the shots good, is there some kind of "magic" audience interaction moment captured, did the band look good on this song, etc
- 2) The Quality of the Audio Track – a song will be rated lower if there is distortion through the PA, the bass is overdriven, the vocals cannot be heard enough, there is too much audience noise on a slow song where people were chatting rather than dancing.
- 3) If there are musical mistakes or lyrics errors, the song will be rated very low, and in most cases immediately cut from the Project.

*PBP will then email the band contact person our list of songs and their /10 ratings, as well as a shared Dropbox Folder that contains wide angle footage including a basic audio track for all of the Target Songs.*

### ONSVC2 – Band Review of Drop Box Wide Angle Footage

PBP needs the band to review all of the Target Songs in the Dropbox Folder that we have shared, and to let us know how they rate the songs compared to our ratings.

*Bands are sometime quite shocked when they see and hear what they actually look and sound like from an audience point of view. This is understandable, as on stage a musician might only hear their own instrument, their voice through the fold back, and a bit of the rest of the band in the background. This is very different to what comes out of the Front of House speakers to the audience.*



## Video Project Checklist

*Please keep in mind that the focus of the end Video Product is for marketing and giving to the fan base, and not for being reviewed for musical perfection by fellow musicians.*

The band contact person then needs to email the Band's Rating of the songs along with any comments to PBP. It is very important that the band alerts PBP to any musical errors or glaring problems in the content any of the targeted songs. We need a fast turn-around time on this task, (a few days, rather than a week or two), or this will cause delays to starting the video editing process. PBP Email address is: [photosbypassy@hotmail.com](mailto:photosbypassy@hotmail.com)

### ONSVC3 – Making and Releasing a Teaser Clip

For many jobs, PBP takes the best song of the night and creates an edited clip for this song to be released very soon (within 2 or 3 days) after the show. This gives your fans something to see, and lets them know that more video will be coming over the following weeks.

We will send you a secret link to this clip for band review and approval before any release online occurs, and it is important that this review and approval is done quickly. (24 to 48 hours).

*If you have no interest in releasing a Teaser Clip then make sure you email PBP and tell them this.*

PBP Email address is: [photosbypassy@hotmail.com](mailto:photosbypassy@hotmail.com)

## OUR NEEDS DURING THE PRODUCTION PROCESS

As soon as the best song content for inclusion is selected by PBP and the band, we are then ready to start the Production Process.

### ONPP1 – One Contact Point and Fast Decision Making

During the Production Process PBP requires:

- one central point of contact with the band (preferred communication is via email)
- fast turn-around times on your reviews and content decision making

This contact person needs to have a computer (or portable hard drive) with around 20 to 50GB of free disc space and a reasonable internet connection and plan to be able to download video footage for review that we will post to our Dropbox Account and share with them.

Please note that we are not a Production House with a video editing suite, and so it is not possible to meet and collaboratively edit the video in a group setting. We will make the best video we can for you and then you need to tell us specifically what needs changing via email.

### ONPP2 – Band Review of Video Versions

Based on the Songs Selected, and the type of Video Product Required (ONSVC1, ONSCV2, YN1 to YN7), PBP will edit together a video and then post this online to a private password protected location on Vimeo. PBP will then send a link to the Band Contact Person so the band can review the video and note: any musical mistakes, any unsuitable material, and any changes they would like.

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We need this review to happen as quickly as possible (eg. 1 to 3 day turn-around time).

*PBP has other work we are doing or need to schedule, and we cannot sit waiting with your project on hold for days or weeks.*

It is expected by PBP that making the post review changes involves only removal of material from the video and is less than 3 hours editing work. Eg. It is not a complete remaking of the video.

*Note that with the Silver Package there are not any Re-Edits after the review, unless something is drastically wrong with the Video.*

### ONPP3 – Limited Numbers of Reviews and Re-Edits

For the Gold Package, there is one Review and thus one Re-Edit.

*Therefore the Band needs to very careful reviewing the first video, and identify all of their needs.*

It is expected by PBP that making the post review changes involves only removal of material from the video and is less than 3 hours editing work. Eg. It is not a complete remaking of the video.

*If further changes are needed, after this first request, then additional charges will apply for making these, depending on their complexity.*

For the Platinum Package there are 2 Reviews and 2 Re-Edits.

It is expected by PBP that making the post review changes each time only involves removal of material from the video and is less than 3 hours editing work. Eg. It is not a complete remaking of the video.

*If further Platinum Package changes are needed, after these two reviews and two edits, then additional charges will apply for making these, with the extra cost dependant on the complexity of the changes.*

*Note that with the Silver Package there are not any Re-Edits.*

### ONPP4 – Watermarking of the Video

For copyright protection from screen capture copying, we watermark videos in the bottom corners. Our usual approach is to include the Band Name, Our Name, and sometimes the venue name in the watermark. *If there are issues with the watermarking, then let us know in your feedback for the first video review and we can discuss these.*

### ONPP5 – Rolling Credits at the end of Full Show Highlights Videos

For 10 to 15 minute show reel highlights videos, we usually put a set of Rolling Credits at the end of the video, with one of your songs as a sound track behind them. See the 10 minutes 40 seconds mark of the following video link for an example of Rolling Credits.

Video Link: <https://vimeo.com/176652713>

*If there are issues with the Rolling Credits, then let us know in your feedback for the first video review and we can discuss these.*

## Video Project Checklist

### OUR NEEDS RELATING TO DELIVERY OF THE END PRODUCT(S)

#### ONDOP1- Delivery of Video Product(s) to the Band

We will place rendered 1080p YouTube ready video(s) onto our Dropbox Cloud Storage for you, where you can download them to your own computer (without even needing a dropbox account – we will send you a secret link to the video file, with instructions for you to do the download).

You can then upload the video(s) to your band YouTube page.

If you also need a smaller sized 480p version, to fit embedded video in a window on a Webpage, then let us know, and we can render a 480p video as well at no extra charge.

*If you need formats other than YouTube 1080p and/or 480p then let us know of your exact requirements.*

*Please note that we do not sell or deliver Adobe Premier Project files or Photoshop Title Slides that we have made at PBP. We retain these as our own intellectual property, and they are not for sale.*

#### ONDOP2 – Delivery of Raw Audio and Video Footage

If you want the raw footage we can Australia Post you two USBs (to store the usually 40 GB or more of data) at a cost to you of \$50. *This \$50 cost is extra, and not covered as part of the Video Production Deal in the standard packages.*

#### ONDOP3 – We Need to Post Video(s) to our PBP Vimeo Portfolio

We also need to be able to post copies of end products to our Portfolio which resides on Vimeo. Vimeo is an opposition platform to YouTube, and so these videos generally do not appear in Google Searches because Google biases towards YouTube. So this will not divert traffic from your uploaded copies of these videos, or affect your YouTube channel's search rankings.

*Please confirm with us that it is okay for finished Products to be uploaded to our PBP Vimeo Channel.*

#### ONDOP4 – Posting of Video(s) to our PBP YouTube Channel

We would also like to know if we could upload end products to our own PBP YouTube channel, but we fully understand if you say NO to this because it takes away searches, hits, ratings, traffic from your own channel. In addition our channel also features other bands on it which might not be good for you in terms of market comparison and competitiveness.

*Please confirm with us that you do not want Products loaded to our PBP YouTube Channel.*

#### ONDOP5 - Supplying a Copy of the Final Products to the Venue

Since the Venue were good enough to let us film a video at no charge, PBP believes that supplying a Copy of the Product to the Venue is something that needs to be done at the video distribution stage.

It is probably best for the Band to message the Venue, thanking them for participating in the Project, and giving them a URL link to the Band YouTube Channel version of the Video.

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Having the Venue's Facebook Page and/or Website then link to your YouTube Channel can only increase your Google search rankings, especially if the link is from Venue pages which have high traffic and therefore high rankings.

Eg. Being linked to from a high ranking site increases your own page ranking.

*If you would like us to handle the venue contact on your behalf and pass on a link to your YouTube Video, then we are happy to do this.*

### ONDOP6 – Legally Complying with Privacy Requests

Although this has never happened to date, if a person is visible in the audience, and makes a formal request to Photos By Passy or to the Band to have themselves removed from a finished published video, then legally under the Privacy Act we must comply with their request. This would mean that the Video would need to be removed from all Internet locations, re-edited, and then reloaded to the Net. This is a contingency which all stakeholders need to be very aware of. We do our best to only use mass group shots of the crowd sparingly, and screen these audience clips for any controversial individual activity, as the best risk minimisation we can make in this area.

## OUR NEEDS RELATING TO PAYMENT

### ONRTP1 – Payment of a Deposit

We do not request a deposit as a matter of good will, trust & respect, and we will commit our time and availability on the same basis.

### ONRTP2 – Payment at the Show for the Camera Operators

*This payment applies to the Gold and Platinum Packages, and not to the Silver Package.*

On the day of the Filming, we require cash payment so that we can pay our Camera Operators \$50 each for their work at the Show. *This payment is part of whatever package you have selected, and is not an additional charge.*

Due to our current set up, we require cash only on the day and off the books. (Please let us know if this causes any inconvenience, as we can explore other options to invoice.)

### ONRTP3 – Payment of Balance

Payment of the Balance for your Package is due within seven days of the completion of the Project. Due to our current set up, we prefer strictly cash, or transfer to our Bank Account, and off the books. (Please let us know if this causes any inconvenience, as we can explore other options to invoice.)

### ONRTP4 – Our Satisfaction Guarantee

If you are not completely satisfied with the Final Product we have made for you, then we do not expect you to pay the Final Balance in Full. However, we hope that by following the checklist steps in this document, the final product will meet all of your needs and you will be another one of our very happy customers.

### ONRTP5 – Price Confidentiality

If we gave you a discount on one of our standard packages then we expect this to be kept confidential.

OUR NEEDS RELATING TO TESTIMONIALS

We like to get short written testimonials from our customers upon job completion that we can then add to our Website. A Testimonial does not need to be a time consuming eloquent piece of writing, just 4 or 5 sentences about how the process went, and a recommendation to others to use our services. You can view Testimonials that others have made for us at the following Link:

[http://photosbypassy.com/?page\\_id=1025](http://photosbypassy.com/?page_id=1025)

THANK YOU 😊

Thank you for reading through this Check List Document.

It is a long document, but necessary as the guided pathway to getting the best quality product.