

Mills Media Group

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COMPUTER & AV PRESENTATION BRIEF	
Company Name:	Main Contact:
Tel No:	Fax No:
Mobile No:	Date:
Address:	
Email address:	
Company website: www.	
Date you require our proposal:	
1. <i>What is the aim of the presentation?</i>	
2. <i>Who are you going to show it to and where?</i>	
3. <i>What are your key messages?</i>	
4. <i>How long will the total presentation run?</i>	5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 20 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> Other - please specify <input type="text"/> Standalone <input type="checkbox"/> In a Sales Presentation <input type="checkbox"/> At a Conference <input type="checkbox"/>

<p>5. <i>How many pages of information do you think you need?</i></p>	<p>Under 15 <input type="checkbox"/> 15-30 <input type="checkbox"/> 31-50 <input type="checkbox"/> 51-75 <input type="checkbox"/></p> <p>Other - please specify <input type="text"/></p>																				
<p>6. <i>How many pages of information do you think you need?</i></p>	<p>Under 15 <input type="checkbox"/> 15-30 <input type="checkbox"/> 31-50 <input type="checkbox"/> 51-75 <input type="checkbox"/></p> <p>Other - please specify <input type="text"/></p>																				
<p>7. <i>How do you want the message to be put across?</i></p>	<p>Bespoke <input type="checkbox"/> Generic <input type="checkbox"/></p>																				
<p>8. <i>Do you want to include any of the following?</i></p>	<table border="0"> <tr> <td>Commentary <input type="checkbox"/></td> <td>Is this in existence?</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Music <input type="checkbox"/></td> <td>Is this in existence?</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Video <input type="checkbox"/></td> <td>Is this in existence?</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Animation <input type="checkbox"/></td> <td>Is this in existence?</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Interactive Menus <input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </table>	Commentary <input type="checkbox"/>	Is this in existence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Music <input type="checkbox"/>	Is this in existence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Video <input type="checkbox"/>	Is this in existence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Animation <input type="checkbox"/>	Is this in existence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Interactive Menus <input type="checkbox"/>			
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Animation <input type="checkbox"/>	Is this in existence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>																		
Interactive Menus <input type="checkbox"/>																					
<p>9. <i>Do you have any of the following we can use?</i></p>	<p>Digital Photographs <input type="checkbox"/> Logos on disc <input type="checkbox"/></p> <p>Artwork <input type="checkbox"/> Text/Copy <input type="checkbox"/></p>																				
<p>10. <i>Do you require new photography for the presentation?</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete our Photographic Briefing questions</p>																				
<p>11. <i>Do you require video clips for the presentation?</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete our Video Briefing questions</p>																				
<p>12. <i>What type of presentation do you need?</i></p>	<table border="0"> <tr> <td>Mute, Menu Driven <input type="checkbox"/></td> <td>Commentary, Menu Driven <input type="checkbox"/></td> </tr> <tr> <td>Mute, User operated <input type="checkbox"/></td> <td>Commentary, User operated <input type="checkbox"/></td> </tr> <tr> <td>Mute, Self running <input type="checkbox"/></td> <td>Commentary, Self running <input type="checkbox"/></td> </tr> <tr> <td>Fully interactive with audio and video files <input type="checkbox"/></td> <td></td> </tr> </table>	Mute, Menu Driven <input type="checkbox"/>	Commentary, Menu Driven <input type="checkbox"/>	Mute, User operated <input type="checkbox"/>	Commentary, User operated <input type="checkbox"/>	Mute, Self running <input type="checkbox"/>	Commentary, Self running <input type="checkbox"/>	Fully interactive with audio and video files <input type="checkbox"/>													
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Fully interactive with audio and video files <input type="checkbox"/>																					
<p>13. <i>Do you require new text/copy writing?</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>																				
<p>14. <i>When is the presentation needed?</i></p>	<p>Sales Campaign <input type="checkbox"/> Exhibition <input type="checkbox"/> Conference <input type="checkbox"/></p> <p>Please specify the deadline date <input type="text" value=" / /"/></p>																				
<p>15. <i>What quantities do you require?</i></p>	<p>1 <input type="checkbox"/> 5 <input type="checkbox"/> 10 <input type="checkbox"/> 25 <input type="checkbox"/></p> <p>50 <input type="checkbox"/> 100 <input type="checkbox"/> 250 <input type="checkbox"/> 500 <input type="checkbox"/></p> <p>Other please specify <input type="checkbox"/></p>																				

<p>16. <i>What packaging do you require?</i></p>	<p>Jewel Cases <input type="checkbox"/> Slip Sleeves <input type="checkbox"/> Within folders <input type="checkbox"/></p> <p>Other please specify <input type="checkbox"/></p>
<p>17. <i>What is your budget ?</i></p>	<p>< £ 500 <input type="checkbox"/> £ 500+ <input type="checkbox"/> 1k+ <input type="checkbox"/> 2k+ <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>Please specify your budget £ <input type="text"/></p>
<p>18. <i>What products or services do you supply?</i></p>	
<p>19. <i>Further Information?</i></p> <p><i>Please supply any relevant company literature which will assist us .</i></p> <p><i>Further notes – PTO</i></p>	
<p>20. <i>Please give an alternative point of contact in case of holidays or absence?</i></p>	<p>Alternative Contact Name: _____ Phone no: _____</p> <p>Email address: _____ Mobile: _____</p>