

New Frontiers Production Timetable

Pre-Production Schedule:

Production Authorization Signed: **Day 1**

Script Profile: **Due Day 14**

Production Schedule Milestones:

This is the approximate schedule for the overall project; Your responsibilities are in bold; our responsibilities are in plain type. *After the research questionnaire, literature, logo and scheduling media fee have been obtained:*

The Project is assigned to a field producer at the beginning of a given month: **Day 1**

Field Producer reviews literature & questionnaire, and then contacts project participant: **Days 5-7**

Location and Date Confirmed for shoot: Days 15-21

(Participants should be sure to contact all interviewees for the location shoot and advise them to time and date).

Script is written: **Days 21-45**

Script approved within production guidelines (1 week): Days 45-60

Shoot takes places at a Location coordinated by participant: **Days 60-80 (Unless Approved for FastTrack)**



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Project is edited 4-6 weeks from the shoot date: **Days 100-120**

Segment approved per production guidelines (1 week): Day 120

Delivery of MPEG4 file to participant: **Day 150+**

The following comprises your *Total Required Time Input for the Project:*

(The project is designed to be as minimally invasive of your time as possible, while at the same time keeping all checks and balances assured for technical accuracy).

1. Sign and fax back to us the Production Authorization that summarizes the project and gives us the “green light” to proceed (approximately **15 minutes**).
2. Complete the script research questionnaire and forward all additional literature and collateral (high resolution logos and images) to our operations manager for the project (approximately **1-2 hours**).
3. Our production manager will contact you in preparation of project assignment upon receipt of all required materials (approximately **30-45 minutes**)
4. You will need to coordinate with one of our segment producers who will contact you regarding shoot locations, interviews and miscellaneous information (approximately **1-2 hours** over the course of the project).
5. Through the production cycle, you will review the script pursuant to production guidelines for the project (approximately **30 minutes**). Once edited, you will review the segment for your final technical approval (approximately **30 minutes**). Please notify your field producer in advance if your company has any particular legal or regulatory review requirements.

***Timeline subject to change based on clients’ fulfillment of their various production responsibilities as well as production variables inherent to each individual series.**