



Your Quick Guide to Our Filming Process

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Whether you're brand new to video production, or just looking for a bit more information, here's a quick step-by-step guide on how MidgieBite Media will work to develop your videos.

Step 1 Make a Booking

Get in touch for a free consultation – whether online, in person, or on the phone. We'll discuss your needs, collaborate on ideas, look at the dates and logistics, and prepare a quote.

You can find out about our full list of services online at:

<https://midgiebitemediascot.com/services/>

If you're ready to proceed, we'll send you our booking form outlining the T&Cs, along with an invoice for a 50% deposit. Just sign and return this with the 50% deposit, and we're all set.

Step 2 Let's Plan

Our next step is to get ready for filming. Some clients like to provide their own scripts, or may not need a script at all. However, should we need to prepare scripts or storyboards, we'll begin working on these with your input. We're also ready to fill in any risk assessments required, or any non-disclosure agreements where necessary.

Your video can be delivered in different formats for different platforms – for example, 16x9 widescreen or 1x1 square. We'll ask you to let us know where you plan to use your videos, so that we can optimise for each platform.

Where relevant, we'll ask you to supply us with your fonts, logos, and/or branding guidelines to make sure we get these right when we begin the editing process.

We'll also look at, discuss, and help with other relevant needs, whether that be planning a filming schedule, selecting a voiceover artist, preparing actors or extras - or just keeping an eye on the weather forecast.

Step 3 Filming Your Video

The big day (or days)! We'll arrive on site and begin filming - either individually or as a team.

If we're filming for you in busy space – for example, a workplace or a shared office building - we'll ask you to let uninvolved people know that filming will take place. If volunteers are required, we ask for them to be notified and ready before filming – this will save time on the day and avoid disrupting people from their work. It can be tricky to record clean sound next to a busy corridor, for example, so we'll look to have filming areas agreed with access approved before our arrival.

Following our arrival, we'll begin getting our equipment ready for filming, whether that be cameras, microphones, lights, etc. The time taken may vary depending on the needs of filming. We usually require a space to store and have access to our kit bags, making sure to avoid creating any trip hazards.

Lastly, we may ask on-camera participants to sign Consent Forms where necessary, and can provide templates for both adults and children. These confirm GDPR compliance and ensure all participants in the video have given their written consent to be included.

Most importantly – enjoy it! For many of our clients, filming is a unique and exciting experience. We aim to make the process straightforward and enjoyable for all involved.

Step 4 Editing and Fine-Tuning

After filming, we'll take the footage and begin the editing process. We can add music, digital graphics, subtitles, voiceover, and/or more depending on your needs. We have access to a large music library with a range of genres, and can tailor this to your preferences.

In most cases, your videos will be delivered using a Google Drive download link. Unless otherwise agreed, we aim to deliver the first draft of your video(s) within 4 weeks (28 days) of filming.

We will also issue an invoice for our services with delivery of the first draft, with your initial 50% deposit deducted.

After the first draft, we offer our clients up to two revisions as standard within our quoted prices – a total of up to three drafts. It typically takes us up to one working week to deliver a redraft. We will fine tune our redrafts based on your notes, and encourage you to let us know how we can get your video right for you.

Please note that we do not admit clients to directly 'sit in' on the editing process, and we do not give access to raw footage. However, we are more than happy to review drafts in real-time with our clients - whether that be in person, online, or over the phone.

Step 5 Ready to Launch!

With the final draft complete, you're ready to launch! Just upload your video to your website, to YouTube, to social media... wherever it needs to be. If you're uploading to social media, we may also share your video across our own channels.

We have a lot of experience with uploading video online. If you're having issues getting your video online, please let us know - we'll be happy to offer advice and support where we can.

Moving forward, we'll also keep copies of your completed videos on file. If you accidentally delete a video, just get in touch and a new copy will be provided as soon as possible. Many of our repeat clients also ask us to include previous footage in newer projects, and we'll keep all our footage backed up in archive.

Finally, if you've enjoyed working with us, we'd ask you to give us a review on Facebook or Google. We also love receiving video testimonials from our clients – if you're happy to get involved with providing a testimonial, please let us know!

Thanks for reading this quick guide. Ready to get filming?

Please contact Gavin at gavin@midgiebitemedia.scot or call 07701028702, whether to get started or for any other queries. Alternatively, please feel free to visit www.midgiebitemedia.scot for more information on our services.



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