**Meeting Schedule and questions for short on-off marketing videos or software demos**

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| **Meeting** | **How Long** | **What for** |
| Initial Consultation-Free | 30 Min | Determine if the client and I are a good “fit” and client should describe the project, but not go into too many details. This is just to find out if I have the skill necessary to do the work and if I am interested in taking on the project.  Discuss Rates, when they need the video done by and our schedules  At this point I may ask for a few hours to get me started or I may just give an estimate with requests for payment along the way as deliverables are sent. This depends on if they only want one project or have many things they want to do. |
| 1st Meeting-Paid | 1 hour- sometimes I record in Camtasia to give myself a reminder of what we agreed to. | Discuss ideas- show client examples of similar videos. Check out competitor. Look at graphics to get an idea of the style they like. Show client types of scripts. Ask who will write script? Who will do voice over audio?  Do they want to create a mockup of something in Powerpoint or in a Word Table. Do they want me to come up with something first then they can just critique?Do they want a bunch of animation, music or will it be very traditional with just some callouts and added text. Show them various types of Screencasts and how long it would take you to create something like that.  End meeting with an ideas of the flow for the video. Types of graphics, where to find content and who creates the script. |