



EVENTS BRIEFING SHEET – APRIL 2011

1. FILMING

Title, date and time of event –

Location of event (web address helpful) –

Approximate number of attendees –

Room layout/floorplan (web address helpful) –

Event format (agenda helpful) –

What needs to be filmed (i.e. all or just certain parts) –

Number of speakers and how long each speech approximately –

Slides to be edited in? Approximately how many for each speaker? –

Any special requirements (i.e. two camera angles, close ups, etc) –

Room lighting arrangements available from venue (if any) –

Audio visual (AV) facilities available from venue (if any) –

2. PRODUCTION/OUTPUT

Timescales required for delivery –

Format required (i.e. on CD/DVD or online broadcast) –

Feedback form required? If so data to be captured –

Any other interface or management information/stats requirements beyond that of the standard OpenChannel interface? –

Any integration with other web applications required? If so what -