

## **Video Production Timeframe Estimates**

### **1 hour video: basic**

- Videotaping: Recording from one angle
- Editing: no video or audio correction
- Rendering and publishing: DVD, CD, or Web

Time from filming to completion: 5 hours

### **1 hour video: basic with sound or video problems**

- Videotaping: Recording from one angle
- Editing: video and/or audio correction
- Rendering and publishing: DVD, CD, or Web

Time to from filming to completion: 10 hours

### **1 hour video: presentation (video and slides)**

- Videotaping: Recording from than one angle, with more than one camera or editing in sound and/or images
- Editing: multiple edits from different sources, no video/audio corrections
- Rendering and publishing: DVD, CD, or Web

Time to from filming to completion: 15-25 hours, depending on complexity

### **A complex video or if the video will be more than 1 hour video**

Time to from filming to completion: Please consult with Web Team for time estimate

\*In general double time for each additional hour, but that is a very rough estimate

## **Scheduling Video Production Guidelines**

### During Normal Business Hours:

#### **Basic Recording**

- Please allow 3-5 business days
- For simple recording of an event (instruction, presentation, etc.) please request the time the event will take place plus 30 mins before and after the event
- If a series of videos will need to take place, please schedule as soon as you can

#### **Complex Recording**

- Please allow 5-7 business days which includes a meeting to discuss the project
- For complex recordings that require multiple takes and camera angles please (tutorials, promotional videos, etc.) consult with the Web Team on how much time to schedule with the videographer. A script and storyboard are recommended.
  - In general, a short video (3-5 minutes) will take around an hour to shoot, depending upon the complexity of the script/storyboard.
  - Please allow 30 mins before and after the event to be included in the time requested
- If a series of videos will need to take place, please schedule as soon as you can

### Outside of Normal Business Hours:

Due to the issue of comp time, please allow time to schedule an out of normal business work hour's event recording so that the videographer's schedule can be modified.

#### **Basic Recording**

- Please allow 10 business days
- For simple recording of an event (instruction, presentation, etc.) please request the time the event will take place plus 30 mins before and after the event
- If a series of videos will need to take place, please schedule as soon as you can

#### **Complex Recording**

- Please allow 15 business days which includes a meeting to discuss the project

- For complex recordings that require multiple takes and camera angles please (tutorials, promotional videos, etc.) consult with the Web Team on how much time to schedule with the videographer. A script and storyboard are recommended.
  - In general, a short video (3-5 minutes) will take around an hour to shoot, depending upon the complexity of the script/storyboard.
  - Please allow 30 mins before and after the event to be included in the time requested
- If a series of videos will need to take place, please schedule as soon as you can