**Request for Quote - EXAMPLE**

**About the Video**

Use this space to tell us a little more about the video, it’s objectives and what you hope to capture. An example for one of our recent projects is here:

We’d like to create a short student life video which demonstrates the vibrancy and variety of experience Sligo has to offer its students. Filming would be across multiple locations (to demonstrate the breadth of experiences from nightlife to surfing) and we would also require photography at each of the filmed segments for our prospectus. We understand the storyboard below calls for several scenes so we’re happy to make use of existing archive footage of surfing, mountain-bike riding, sea-swimming where appropriate and called for.

**Video references:**

Please include examples here of videos you have seen and liked (to give the videographer a guide on style).

Examples of previous promotional videos we have created:

1. [60 Sec Promo](https://www.youtube.com/watch?v=4zWBCe8Ic04)
2. [30 Sec Promo](https://www.youtube.com/watch?v=lnDdFUPERWY)
3. [Sports Scholarship Film](https://www.youtube.com/watch?v=O7a1Zwf7Yu8)
4. [School Liaison Film (for footage reference)](https://www.youtube.com/watch?v=MBIcyaNV1d8)

**Key Info - Please fill in the information as relevant to your project.**

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| --- | --- |
| **Proposed Filming Dates:** |  |
| **Delivery date:**  |  |
| **Proposed length:** | e.g. 60 seconds or less |
| **Captions required:**   | Marketing recommend captions for all videos. |
| **Formats Required:**  | Please indicate what kind of formats are required (if you know them!)Dimensions such as 16.9 (horizontal), 9.16 (portrait), 1.1 (Instagram) and 4.5 (Instagram) |
| **Graphics Required:** | Will your video need graphics for people’s names, programmes etc? A style guide is available from Marketing for this.  |
| **Other Assets available:** | A video library of b-roll can be supplied to help with final edits. This is available from Marketing |
| **Casting** | Please indicate if you need students or lecturers to appear in your video and if so whether you have already contacted some people to appear. Marketing can help with recruitment. |
| **Voiceover:** | Please indicate if you need someone to voiceover the video. |
| **Music:** | Please outline what kind of music you might like to accompany the piece. You can leave this blank if you have no preference. |
| **Distribution:** | Please indicate where this video will be distributed e,g, YouTube Channel, Website & Social Media Channels  |
| **Storyboard:** | If you have an idea in mind of the order in which you’d like the video to go or what content/speakers or script you might have in mind please indicate it here and Marketing will help you build a storyboard. |
| **Any Other Information:** |  |