

# E-learning Video Production Client Sheet

## Client Information

Client Name

Contact Person

Email

Phone

Company/Organization

## Project Details

Project Title

Learning Objectives

Target Audience

Number of Modules/Videos

Estimated Length Per Video (minutes)

## Content & Assets

Content Provided by Client

Assets to be Created (scripts, graphics, animation, etc.)

Reference Materials/Brand Guidelines

## Production Requirements

Preferred Style (live action, animation, screencast, etc.)

Voiceover Required?

Languages Needed

## Timeline & Budget

Start Date

Target Completion Date

Budget Range

## Additional Notes