

EDITING REQUEST FORM

“A lack of preparation on your part does not translate to an emergency on my part...”

Guidelines (just covering my own bum here):

- I. Projects are to be accepted on a first-come, first-serve basis; I reserve the right to refuse to accept any project for whatever reason.
- II. No projects will be accepted in the week (perhaps two) before the due date, period.
- III. All projects will be done to the best of my ability and with the extent of the footage I have; I will not go out and acquire new footage for you.
- IV. You have the right to review my work and request modifications, but only in a specific sense. Asking that I “make this part cooler” will not work.
 - a. I also make no guarantees on the visual quality of the footage - what you see is what I got.
- V. I will attempt to accommodate for new footage brought to me, as long as its place in the storyline is clearly described in writing. Any new footage that is brought to me after the final piece is completed and delivered will be considered a “new” editing request, and may or may not be possible.
- VI. Editing requests must include:
 - a. A paragraph detailing the overall purpose of the piece AND/OR a detailed storyboard. (I need to know where you want to go with the piece before I can do anything with it in editing. If I cannot understand what you want done, I will reject your request.)
 - b. Length of final piece desired.
- VII. I make no guarantees on amount of time necessary to complete an editing job.
- VIII. Payment is due upon completion of the editing job; you must pay before I give you your finished edit.
- IX. All editing project master files will be deleted either on the due date of the video (Mrs. Longhenry’s due date) or after delivery of the finished edit, whichever comes first. Tapes and/or original footage will not be erased in any way, shape, or form.
 - a. Finished pieces will not be deleted until after Mrs. Longhenry’s due date.
- X. I will require your camcorder (and the accompanying audio-video cables, if a special kind) if you submit to me any video footage that is not on any of the following formats: MiniDV, Hi8, VHS, or CVHS (compact VHS) - I need to be able to get at the footage before I can edit it.
- XI. You are responsible for getting to me the necessary materials; you are responsible for getting the completed edit from me on any day other than a regular school day.
- XII. You must provide the media (VHS, DVD, CD, etc) to which the finished project will be placed upon; failure to do so will result in a small charge for the media.
 - a. Multiple copies of a project can be made for posterity, given discs/tapes are provided.

Fee Schedule:

Fees are handled on a “when do you want it back at the latest” manner. The times stated are a maximum time to completion; I may get it done sooner. All fees are by time spent editing.

4 weeks to completion of edit job:	\$5/hr.
3 weeks to completion of edit job:	\$5.50/hr
2 weeks to completion of edit job:	\$6/hr
1 week to completion of edit job (rush job):	\$7/hr
4 days to completion of edit job (rush job):	\$10/hr
2 days to completion of edit job (RUSH job):	\$20/hr

Rush jobs require that you submit to me all of the necessary preparatory work (storyboards, script, etc, etc, etc). Projects that have more preparatory work completed (i.e. where the shots you want are on the tape) will be given priority.

Note: As the end of the year draws near, I will take bribes to move your project to the top of the heap.

