

Project Worksheet

Andiamo

A Visual Media Production Company

To help us prepare and focus on your message for the proposed visual media project, please complete this worksheet. *Use your discretion as to what fields are relevant to this project.*

Company Name:		E-Mail:	
Contact Person:		Address:	
Telephone:		City / State / Zip	
Fax:			

COMPANY INFORMATION:

What is your company's product or service?

Your company's mission statement, philosophy, goal?

What is the purpose of this project?

What delivery format do you prefer? Check all that apply.

<input type="checkbox"/> Tape	<input type="checkbox"/> Interactive CD-ROM	<input type="checkbox"/> DVD
<input type="checkbox"/> CD-ROM	<input type="checkbox"/> Internet (Streaming)	<input type="checkbox"/> Other

Does this need to match existing promotional material?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

Do you have a deadline? No Yes

If so, what is the project timetable?

Estimated Start Date:

Estimated Finish Date:

Please provide any other objectives, criteria, preferences, etc. relevant to this project.

Thank you for completing this questionnaire and assisting Andiamo in identifying your goal with this project. To insure privacy, please fax in the completed worksheet to the number below. Thank You.