

Checklist

Action

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1. What type of film is to be produced?

- Image film
- Product film
- Event documentation

2. Is there a script?

3. Are you considering the use of actors?

4. Should music be added?

5. Must existing video/photographic material be included?

6. Should already existing material be re-cut or provided with sound?

7. Is commentary necessary?

8. Who will speak the commentary?

[acoustic-service GmbH](#)

Erythropelstr. 68
D-30519 Hannover

Tel.: +49-511-876 56 88 0
Fax: +49-511-876 56 88 99

Exhibition Service:
+49-511-876 56 88 50

info@acoustic-service.de

9. In how many languages must the film be commented?

10. In what form is the film to be presented?

11. High-quality copy on Betacam SP for presentation at individual events/VHS mass copy for shipment?

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