

OUR DELIVERY PROCESS

Videography

A professionally managed production process covering planning, site delivery, stakeholder review and quality-assured handover.

01

Brief and Scope

We establish the purpose, audience, key messages and intended use of the content. Deliverables, locations, contributors, budget, schedule and stakeholder approval responsibilities are documented before production begins.

02

Creative and Pre-Production

We develop the creative approach and prepare scripts, interview questions, shot lists, schedules and production documentation. This stage also covers permissions, contributor consent, location requirements, risk assessments and site procedures.

03

Production

Our team delivers filming in accordance with the approved plan, schedule and health and safety requirements. A designated project lead oversees production, maintains communication and works to minimise operational disruption.

04

Post-Production and Review

We complete editing, graphics, sound, colour grading and captions. Drafts are shared through a structured, version-controlled review process, with feedback consolidated through the authorised client contact.

05

Quality Assurance and Delivery

Approved content is checked for technical quality, brand consistency, factual accuracy, captions and required formats. Final files are delivered securely, with storage, retention and future adaptations managed to the agreed requirements.

CONTROL POINTS | Risk planning - Project lead - Version control - Secure delivery