

## FAQs for Production Manager 2021

Q1. Can you please further clarify, what's WOW Check-in, duration, scope (which includes edit, post production, grading, stereo mixing and graphics).

A1 WOW check-in are inserts that vary from a minute to minute and a half in duration. They are anchors that lead into or give introductions to the upcoming festival segment

Q2. Please explain, what's WOW panels, WOW bites, Wow speakers/celebrities promos, Is it the part of the video or event) (in both cases shares details).

A2 This is a virtual festival. WOW panels consist of discussions which are held by experts and professional in a certain field. WOW bites is another segment of the festival where a professional or someone who we have selected share their life experiences as a woman.

Q3. What type of animation is required? (2D or 3D) (duration) (is it for the video or event too?)

A3 Both animations would be required. Duration of animation can vary from 10 to 30 secs. It is a virtual festival.

Q4. Market place package video. Please provide brief and duration of this.

A4 Videos of the market place will be provided for editing. Duration varies.

Q5. Location is required for the event? If so than scale and timing

A5 this is a virtual festival; hence This is not applicable.

Q6. By ENG it means engineering? If yes, then share brief and event plan

A6 This question is answered in Q 11.

Q7. Light and Sound Equipment, is it for event or for shoot? If for shoot than mention the type and Quantity (Please provide further details)

A7. Light and Sound Equipment will be required for an indoor/studio shoot.

Q8. Office Rent for recording and broadcast: Please provide requirements for the office.

A8. The office space should have tables and chairs to accommodate 12 people with desktop machines. Working fans and air conditioning with back up generator that can sustain the load of air conditioners as well as all systems placed in the office. The office should have a running kitchen and washroom for male and female separate and 24 hour security.

Q9. When the subtitles are of 16.5 hrs, is it a typing error that sign language is of 13.5 hrs? Kindly share some light over this.

A9. Subtitling requires a longer time as it needs to be placed accurately over the spoken word. Whereas sign language is recorded over the pre-recorded segment, hence it just needs to be placed. Therefore, the difference in working hours.

Q10. Where and who will be shooting the sign language?

A10. It will be the responsibility of the Production Manager to rent separate space, hiring videographer and the ENG equipment, bearing the food & support for the talent and crew.

Q11. For the above responsibility, please mention the number of days so that the Production Manager must be prepared accordingly in terms of space, crew, ENG equipment rental, food and other support's budgeting.

A11. Approx. 5 to 7 days

Q12. Total number of check-ins and per check-in duration

A12. Eight check-ins duration is varied

Q13. Total number of panels and per panel duration

A13. Seven panels. One to one and a half hour each

Q14. Total number of bites and per bites duration

A14. Six bites duration is varied

Q15. Total number of promos and per promo duration

A15. Promos are not confirmed as yet

Q16. Total number of market place videos and per video duration.

A16. Number may vary. Most probably, these videos will be recorded through mobile phones and Production Manager will be responsible to edit and placed packaging.

Q17. In the proposal for WOW check in recordings, Production Manager will be responsible to provide 1+2 = 3days (one prep day + 2 shoot days) rental for entire location and entire production costings. However, in terms of any change then please do let us know so we budget accordingly.

A17. Timelines change. Keeping a buffer and budgeting accordingly will be helpful

Q18. Should we be adding taxes (10% with-holding, 13% sales tax) in the Proposal?

A18. Please submit a financial proposal with cost break and applicable taxes separately.