How to Hire a Remote Videographer

1. Gather the following information from client:
   - Event name
   - Date
   - Location / Hotel
   - Keynote start time / hours of coverage
   - Number of guests
   - Do you have permission to film the event?
   - Any other details
2. Go to productionhub.com, thumbtack.com, or Google search
3. Search for DP/director of photography in city / zip code
4. Choose 2-3 viable options (work, reviews, past clients, experience, website)
5. Email DP with the following template
6. Schedule 15 minute phone call
7. Send Videographer Guidelines .pdf

Email Template

Hi XXX!

I am looking for someone to film a keynote presentation.

Are you available for a half day on XXX? Our budget for this project is $XXX for up to four hours of filming.

Date:

Event:

Location:

Details:

- 2 cameras, one wide setup at the back, one medium following the speaker (monitored).

- 2 clean forms of audio. One hooked into the PA system (monitored), one external.

- Four hours total coverage. 90 min arrival beforehand for setup, 60 min keynote, possible pick-up shots after.

- We will send a hard drive to you and will need just the raw footage from the filming.

Please let me know ASAP if this is something you would be interested in doing with us.

Thanks!