



Scope of Services Agreement

Pittsfield Township Park Commission
August 4, 2021

OVERVIEW

Pittsfield Township Park Commission is hiring **7 Cylinders Studio (7CS)** to produce a short documentary-style video to share with its residents to show the significant renovations happening at Montibeller park. 7CS will capture key actions and locations in the project, develop a storyline “narrative” conveyed by 1-3 key stakeholders and/or text, explore ways to dynamically *show* the developments (e.g., time-lapse, aerial footage, steady-cam walk-throughs, etc.) to produce a “micro documentary” to share the story. After each video recording session, 7CS will provide one piece of documentation aimed at social media sharing. 7CS will also provide recommendations/consultation for ways to promote and share video content to optimize outreach with intended audiences.

PROJECT BUDGET

Pre-Production & Publishing Support [\$750]

- Developing the creative treatment/approach and shotlist/script in collaboration
- Creating production plans and coordination for location shoots
- Developing script or outline of key points for narrators and/or text narration

Production [\$2,000]

- Five to six video recording sessions with professional video, including at least one aerial capture and one time-lapse recording (over several hours)
- One to three interview-style participants recorded on-site explaining the project

Post-Production [\$2,000]

- Rough Cut (fully edited draft of the piece, includes any B-roll images [cutaway shots], temporary titles/text and/or music) – client reviews and provides feedback
- Fine Cut (revised edit based on feedback with proposed text/tiles and music, as relevant) – client reviews and provides feedback
- Final Cut delivered for final approval (or final, minor revisions)
- Proposed Final Cut includes audio mix/mastering, color correction/grading – client provides final review for any last minute corrections
- Delivery of final files





- Social media short documentation pieces provided (4 - 6) throughout production of project
- Support with upload/optimizing video on channel(s) and advising on launch/outreach strategy

TOTAL: \$4,750

ADDITIONAL CONSIDERATIONS

- 7CS encourages clear communication, a collaborative spirit with clients and will consider/discuss all input fully within the scope of the project.
- This includes three (3) rounds of client feedback and revision at the following stages: Rough Cut, Fine Cut and Proposed Final.
- Any requested revisions that would require re-shooting, extra rounds of feedback and/or changes to the scope may require additional costs (based on client discussion/approval).
- 7CS provides basic marketing & outreach support to ensure the successful publishing and promotion of videos we produce. Additional support can be provided on a separate consulting basis.

ADDITIONAL LICENSING

7CS will include the addition of text, basic motion graphics and a selection of stock music. Adding licensed stock footage, advanced graphics or other music licensing options beyond the scope of this agreement can also be considered at additional costs (based on estimates and client approval).

COPYRIGHT

Pittsfield Township Park Commission will retain all copyright ownership over recorded content and completed videos. 7CS and its video producers may request the right to share the completed videos or excerpts for portfolio purposes.

LIMITATIONS

Any additional editing/work provided by 7CS beyond this Scope of Services Agreement will be discussed and confirmed in a separate agreement.

SAFETY

Please note, 7CS will follow recommended protocols by the County and/or State of Michigan related to coronavirus safety, which may delay production and/or affect the means by which recording may happen.



SEVERABILITY

Pittsfield Township Park Commission may decide to terminate the project prior to completion for any reason, at which point 7CS will be compensated for any unpaid work hours dedicated to the project at the rate of \$100/hour.

PAYMENT

7CS will invoice client as agreed per project with payment terms net 30 days: 1/2 upon agreement to cover pre-production/production and 1/2 upon completion/delivery of the project deliverables.

CHOICE OF LAW

This Scope of Services Agreement, and all of its terms and provisions, is a legally binding agreement and shall be governed and construed in accordance with the laws of the State of Michigan.

I have read and agree to this Scope of Services Agreement:

(signature)
on behalf of Pittsfield Township Park Commission

Date



8/4/21

Donald Harrison, Lead Producer 7CS

Date

