

# Mills Media Group

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<b>COMPUTER &amp; AV PRESENTATION BRIEF</b>	
<b>Company Name:</b>	<b>Main Contact:</b>
<b>Tel No:</b>	<b>Fax No:</b>
<b>Mobile No:</b>	<b>Date:</b>
<b>Address:</b>	
<b>Email address:</b>	
<b>Company website: www.</b>	
<b>Date you require our proposal:</b>	
<b>1. What is the aim of the presentation?</b>	
<b>2. Who are you going to show it to and where?</b>	
<b>3. What are your key messages?</b>	
<b>4. How long will the total presentation run?</b>	5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 20 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> Other - please specify <input type="text"/> Standalone <input type="checkbox"/> In a Sales Presentation <input type="checkbox"/> At a Conference <input type="checkbox"/>

<b>5. How many pages of information do you think you need?</b>	Under 15 <input type="checkbox"/> 15- 30 <input type="checkbox"/> 31 - 50 <input type="checkbox"/> 51 - 75 <input type="checkbox"/> Other - please specify <input type="text"/>										
<b>6. How do you want the message to be put across?</b>	Bespoke <input type="checkbox"/> Generic <input type="checkbox"/>										
<b>7. Do you want to include any of the following?</b>	<table border="0"> <tr> <td>Commentary <input type="checkbox"/></td> <td>Is this in existence? Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td>Music <input type="checkbox"/></td> <td>Is this in existence? Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td>Video <input type="checkbox"/></td> <td>Is this in existence? Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td>Animation <input type="checkbox"/></td> <td>Is this in existence? Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td>Interactive Menus <input type="checkbox"/></td> <td></td> </tr> </table>	Commentary <input type="checkbox"/>	Is this in existence? Yes <input type="checkbox"/> No <input type="checkbox"/>	Music <input type="checkbox"/>	Is this in existence? Yes <input type="checkbox"/> No <input type="checkbox"/>	Video <input type="checkbox"/>	Is this in existence? Yes <input type="checkbox"/> No <input type="checkbox"/>	Animation <input type="checkbox"/>	Is this in existence? Yes <input type="checkbox"/> No <input type="checkbox"/>	Interactive Menus <input type="checkbox"/>	
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Animation <input type="checkbox"/>	Is this in existence? Yes <input type="checkbox"/> No <input type="checkbox"/>										
Interactive Menus <input type="checkbox"/>											
<b>8. Do you have any of the following we can use?</b>	Digital Photographs <input type="checkbox"/> Logos on disc <input type="checkbox"/> Artwork <input type="checkbox"/> Text/Copy <input type="checkbox"/>										
<b>9. Do you require new photography for the presentation?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please complete our Photographic Briefing questions										
<b>10. Do you require video clips for the presentation?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please complete our Video Briefing questions										
<b>11. What type of presentation do you need?</b>	Mute, Menu Driven <input type="checkbox"/> Commentary, Menu Driven <input type="checkbox"/> Mute, User operated <input type="checkbox"/> Commentary, User operated <input type="checkbox"/> Mute, Self running <input type="checkbox"/> Commentary, Self running <input type="checkbox"/> Fully interactive with audio and video files <input type="checkbox"/>										
<b>12. Do you require new text/copy writing?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>										
<b>13. When is the presentation needed?</b>	Sales Campaign <input type="checkbox"/> Exhibition <input type="checkbox"/> Conference <input type="checkbox"/> Please specify the deadline date <input type="text"/> / /										
<b>14. What quantities do you require on CD?</b>	1 <input type="checkbox"/> 5 <input type="checkbox"/> 10 <input type="checkbox"/> 25 <input type="checkbox"/> 50 <input type="checkbox"/> 100 <input type="checkbox"/> 250 <input type="checkbox"/> 500 <input type="checkbox"/> Other please specify <input type="checkbox"/>										

<p><b>15. What packaging do you require?</b></p>	<p>Jewel Cases <input type="checkbox"/> Slip Sleeves <input type="checkbox"/> Within folders <input type="checkbox"/></p> <p>Other please specify <input type="checkbox"/></p>
<p><b>16. What is your budget ?</b></p>	<p>&lt; £ 500 <input type="checkbox"/> £ 500+ <input type="checkbox"/> 1k+ <input type="checkbox"/> 2k+ <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>Please specify your budget £ <input type="text"/></p>
<p><b>17. What products or services do you supply?</b></p>	
<p><b>18. Further Information?</b></p> <p>Please supply any relevant company literature which will assist us .</p>	
<p><b>19. Please give an alternative point of contact in case of holidays or absence?</b></p>	<p><b>Alternative Contact Name:</b> <span style="float: right;"><b>Phone no:</b></span></p> <p><b>Email address:</b> <span style="float: right;"><b>Mobile:</b></span></p>