



MA Film and Television: Research and Production – Film Brief Template

The purpose of this form is for organisations and individuals to provide MA staff with information about film projects, in order for us to ascertain whether MA Film and Television students may be able to undertake such work. Please note we may not always be able to support these requests.

Please complete the form as fully as possible and return to Jemma Saunders j.j.saunders@bham.ac.uk

Client profile	
Name of organisation/individual	
Address	
Website	
Contact details (email/phone)	
Type of organisation Background information: the nature and focus of your organisation's activities and purpose. (max. 100 words)	
Project information	
What is the overall purpose of the film/s? For example: a promotional video for the organisation; a case study; events coverage; a drama performance.	
Audience and distribution Who is the target audience and on what platform/s will the film be shown?	
Length of film/s Please consider where the film will be shown. If online, for example, short and snappy is usually more effective.	
Equipment Please detail any technical kit you will be providing for this project, including editing facilities if applicable.	



Editing Do you require the raw footage to be edited into a film?	
Timescales Does this work need delivering within a certain timeframe? Are events taking place on particular dates?	
Working arrangements Please detail where any filming/editing will take place, including travel arrangements and confirmation that necessary location and talent permissions have been sought.	
Level of support offered by the client Will the student be mostly self-directed or working to a supervisor, or as part of a team? Would it be beneficial for 2 or 3 students to undertake the work?	
Working with vulnerable clients or service users Will the student be involved in working with vulnerable clients or service users? Is a DBS check necessary? How will such work be managed: for example, supervision arrangements, accompaniment, locations/premises?	
Payment Is there any budget attached to this project? Please provide details of any rates of payment and expenses to be covered.	<i>N.B. If the work is to be paid from a University of Birmingham budget, the assignment will have to be set up on WorkLink.</i>

MA Film and Television: Research and Production contacts.

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