

**KEEP IN MIND:** Please fill out this form to the best of your ability - in consultation with your content creator (editor/producer/director) as needed. It is a big help to our technical and creative team in bringing your project to a successful conclusion. Note: Not all categories listed apply to all projects. Thank you so much.

## CONTACT INFORMATION

DATE: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_  
FOR INTERNAL USE ONLY: PN \_\_\_\_\_ PM \_\_\_\_\_

## DVD MENU DESIGN

Design  Supplied - File Name and extension \_\_\_\_\_

**ASPECT RATIO OF MENU:**  4:3  16:9

**ASPECT RATIO OF VIDEO/FILM**  4:3  16:9 (video/film and menu should have the same aspect ratio)

**MENU TYPE:**  Static menu (still)  Motion Menu - Length \_\_\_\_\_ **FORMAT SUPPLIED**  QuickTime  AV  M2V  Tape

**CHAPTERS/SCENES:**  Text (10 per page)  Thumbnail (6 per page)

**TYPE OF THUMBNAIL**  Motion  Static — If thumbnails do you have images?  Yes  No \*List chapter names and times on the supplied sheet.

Audio on menu  Yes  No

**IF YES**  On Main Menu  Sub Menu(s)—  Aiff  Wav  AC3, Duration (30-60 seconds in length faded in and out recommended).

\*Audio for menus must be supplied and edited for use. Audio must be at a sample rate of 48k 16 bit. (Pulling audio from program editing for duration, adding fade in and out available for an additional charge)

## MENU DESIGN INSTRUCTIONS

Project Title: \_\_\_\_\_

File Names: please indicate the names and type of photos or files for use in the menu design. \_\_\_\_\_

Would you like your menu design based on the package design?  Yes  No

Notes: \_\_\_\_\_

## MARKETING INFORMATION

Who is your target audience? Who do you want to appeal to? \_\_\_\_\_

What message do you want to send about this project? What's the most important thing people should know about it?  
\_\_\_\_\_  
\_\_\_\_\_

**CONTENT OF YOUR PROJECT** check one

- MUSIC VIDEO / CONCERT**    **FILM**    **CORPORATE / DVD**

What genre/style describes your project? Examples: Horror, drama, comedy, documentary, rock, country, hip-hop, etc. \_\_\_\_\_

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If this is a Corporate CD/DVD, how will your product be used? Examples: training, inhouse, retail sales, etc.

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**MOOD OR STYLE**

How would you best describe the mood or style of this project? Examples: playful, dark, earthy, warm, contemporary, corporate, mellow, futuristic, psychedelic, slick, feminine etc. \_\_\_\_\_

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**DESIGN SAMPLES**

If appropriate, provide samples of designs that appeal to you for our reference. This will give us a better idea of the look you are going for. Let us know specifically what you like about each sample. Examples: color palette, use of white space, font choice, etc. Please provide jpeg thumbnail images or weblinks.

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**ADDITIONAL COMMENTS**

Is there anything else we should keep in mind before we start your design? \_\_\_\_\_

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**DESIGN DIRECTION** Check one of the following three options:

- I am not providing a mock-up. Make me look great!
- I am providing a rough mockup that does not have to be followed literally.
- I know what I want, and I am providing a detailed mockup. Please follow as exact as possible.

Please explain in detail any notes or ideas for you menu \_\_\_\_\_

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