

# Production partner brief

Use line breaks for long answers. Mark unresolved details Not confirmed.

Send this brief to your named Orion contact or [contact@orionproductions.co](mailto:contact@orionproductions.co) with your Partner ID. Request a written quote and opportunity registration before making client promises.

## Partner and client

Partner ID

Project reference if already issued

Partner business

Partner contact and email or WhatsApp

Client business and legal entity if known

Decision maker and client approver

Objective, audience and how the client will assess success

## Budget and timing

Budget available to pay Orion and currency

Client selling price if useful to share and currency

Budget basis: taxes, third party costs and contingency included or excluded

Proposed filming dates

Fixed or preferred; confirmed or provisional

Delivery deadline: fixed or preferred

Client review and final approval dates

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List each deliverable separately. Attach extra rows if needed.

## Deliverables

Item 1: type, quantity, duration or image count, retouching, ratio, language, captions, format and due date

Item 2: type, quantity, duration or image count, retouching, ratio, language, captions, format and due date

Item 3: type, quantity, duration or image count, retouching, ratio, language, captions, format and due date

## Production and publishing

Locations, access permission, talent and filming dependencies

Reference links and approved brand assets; identify assets still needed

Publishing channels, paid advertising, usage period and territory

Raw footage or editable project files requested; portfolio or confidentiality restrictions

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A brief requests a quote. Production starts only after written project agreement.

## Communication and commercial responsibilities

Preferred model: white label, managed collaboration or Orion led

Who contracts with the client, invoices the client and pays Orion

Person consolidating feedback and approving delivery

## Before production starts

- ☐ Scope, quote, excluded charges and payment milestones agreed
- ☐ Schedule, approval deadlines and responsibility for delays agreed
- ☐ Included revisions and written scope change process agreed
- ☐ Cancellation and rescheduling rules agreed
- ☐ Delivery, usage rights, raw or editable files and portfolio permission agreed
- ☐ Client contact rules, confidentiality and named Orion escalation contact agreed

These checks record readiness. They do not replace the written project agreement or authorise an unconfirmed price, deadline or revision allowance.

## For Orion to complete

Quote owner

Promised quote response date

Missing information and next action

Written protection or opportunity acceptance reference