**CALL-OFF CONTENT PRODUCTION - FILM**

**Collaboration:** KTH and OTW within framework agreement V-2021-0650

**Date:**

**Contact person KTH:**

**Phone:**

**Mail:**

**Cost center / Invoice reference:**

When you order from OTW, follow these guidelines: Stick to the agreed times to ensure timely delivery. Be clear and responsive in your communication, and reply to emails without needing reminders. Proactively inform about any changes in conditions or timelines.

**Brief – [Name of project]**

**Description of assignment**

[Short description of the film you wish to make. What channels will be used for publishing the film? Language?]

**Purpose and aim**

[Short description of what you want to achieve with the film.]

**Target group**

[Which target group/groups do you wish to communicate with?]

**Message**

[What is the main message of the film / what main message should the viewer get?]

**Content**

[Thoughts about content, imagery, participants, interview questions, etc. Should the film be animated? Thoughts about storyboard / synopsis? Should voiceover or text plates be used?]

**Musts**

[Things OTW must relate to. What has to be included and what should not be included?]

**Challenges**[Are there any challenges in the project that OTW should be aware of?]

**Practical and technical details**

[Possible recording locations? The length of the film? Format: (16: 9, 9:16, 1: 1, 4: 5). Does GDPR need to be handled within the assignment? Does accessibility adaptation need to be handled in the assignment? Subtitles, which languages?]

**Time period**

[When should the material be used? And how?]

**Timeframe**

[What day do you want the delivery? Are there other time markers that are relevant?]

**Budget**

[Please state a budget so that OTW more easily can understand the level of ambition and expectations]

**Other**[Any other information. Is there film, image, text to be inspired by? Are there attachments / templates?]