

# Video Editing

Kindly share the details you need for your video editing task below so that your VA will be guided.

Average required time\*: for a 1 min video up to 3 hours

\*Note, time may be faster or slower depending on how long the video is. It will be quicker if you are providing all the intro files, video files, clear instructions on what parts to edit. It will be slower, if you need our VA to create an intro, find a music track, edit from multiple video files etc.

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### What is the purpose of the video? \*

- Promotional Video
- Direct Sales – General Public
- Direct Sales – Specialist/B2B
- Training Video
- Conference Video
- Live Event
- New Product/Technology
- Endorsement/Testimonial Video
- Other

### Who is the audience for this video? \*

- General Public
- Business Professionals
- Internal Use Only/Employees
- Other

### What is the feel of your video that you prefer? \*

- Corporate & Formal
- Fun & Playful
- High Energy
- Corporate & Formal
- Fun & Playful
- High Energy
- Soft & Mellow
- Inspirational & Uplifting
- Other

### What are the key objectives of your video? \*

*What would you like your target audience to do after they watched the video?  
What are you hoping to achieve through the video?  
What do you want your audience to feel after watching your video?*

### Duration of the video

*How long would you like to limit the length of the video to?*

- Up to 60 seconds
- 1-2 mins
- 3-4 mins
- 5-6mins
- Other

### Do you want us to add an intro to your video? \*

*A typical intro usually contains your company logo with music.*

- Yes
- No

### Do you want us to add an outro to your video? \*

*A typical outro is usually of your company logo, a call to action, contact details etc.*

- Yes
- No

### Do you need help in creating an intro or outro? \*

*We can help create an intro or outro for your business which you can use it for this video and future videos.*

- Yes
- No

### If you need an intro/outro made, please provide instructions

*If you have an idea of what you need included in your intro/outro please explain (example, animate your logo, add cartoon character, add an image, add text, colours, signs/symbols, graphics, music)*

### Video Files \*

*Where can your VA access the video files that needs to be edited? Please paste here any links to dropbox, google drive etc.*

### Any Sample Videos?

*Use this space if you have seen a video that resembles the style of video you require. Please describe what you liked about that video. Share with us the video url link.*

### Video Instructions \*

*Please specify what we need to edit out. Example refer to the file name, which part of the video, what you want done.*

- Video file A123
- 0:20-0:22 - cut out
- 1:01 - 1:20 - Add caption to say xxxx
- 1:20 - add video file A124 from here

### Would you like to add music? \*

- Yes
- No

### If yes, please provide music file

If yes, please provide your VA with music file (make sure it's royalty-free so we can avoid copyright issues)

### Sourcing Images / Music

*If you need help with finding a music track or finding images to use in your video, please provide us with any logins you have with sources like shutterstock.com or audiojungle.*

*If you do not have an account to purchase images/audio, then let your VA know to help find the files first and you can purchase for them.*

### Intro/Outro

*Kindly indicate the link to online folders or webpage where your VA can access the copy of image or audio files for the video intro/outro. Or, please indicate the name of the Staff with whom VA can ask for the needed resources to complete this task*

### Logo File

*Kindly indicate the link to online folders or webpage where your VA can access the copy of your company logo file. Or, please indicate the name of the Staff with whom VA can ask for the needed resources to complete this task.*

### Other Attachments

### Any other comments?

*Do you have any other questions, comments for your VA?*